South Jordan City

Job Description

Title:	**GIS Specialist**	**Effective Date:**	**1/1/17**
Org:	**100310-501000**	**FLSA:**	**Non-Exempt**
Pay Grade:	**15**	**Workers Comp:**	**Clerical**

GENERAL PURPOSE

Provide professional computer generated maps, editing and plotting geographic data, database management, and integrating GIS systems with enterprise software applications.

SUPERVISOR

Chief Technology Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform GIS analysis and GIS tool development.

Coordinate with City departments, outside agencies, and the public on assigned projects.

Perform a variety of intermediate level technical duties as needed to assist in coordinating and participating in the design, development, and construction of City infrastructure.

Use GIS program packages (ESRI Desktop, ARCGIS Online, ESRI SDE) to input, edit, prepare and produce various maps, related geographic database information, and other GIS tools and products.

Assist in developing geographic database structure, tables, forms, and reports.

Respond to City department and public requests for standard or custom maps, charts, graphs, GIS analysis, GIS projects, and related information.

Assist in GIS fieldwork locating city infrastructure with the use of GIS survey equipment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Bachelors' Degree from an accredited college with a degree in GIS, Geography, Computer Science or related field.
      AND
   B. Three (3) years of work experience in job duties listed above.

2. Special Qualifications:

   Valid Utah Class D Driver's License

3.   Knowledge, Skills and Abilities:

Knowledge of GIS principles and practices. Experience and ability to use GIS applications such as ArcMap, ArcCatalog, ArcGIS Online and ArcGIS Server. Experience with ArcGIS extensions such as Spatial Analyst, Network Analyst, etc.

Ability to build tools, workflows and processes using Python, Java Script, and HTML programming languages.

Knowledge of and experience with ArcGIS Online administration, web application concepts and development.

Knowledge of basic database principles. Basic knowledge of SQL RDBMS and ArcSDE. Knowledge of and ability to create mapping output products in digital and hard copy formats. Knowledge of basic cartographic principles.

Familiar with construction drawings, blueprints, legal description and local address techniques and standards.

Ability to display effective oral/written communication skills; possess strong problem solving skills; ability to display leadership and organizational skills; ability to multi-task and manage time effectively under minimal supervision; self-motivated; ability to recognize work-flow inefficiencies, recommend, plan, and implement effective solutions; support team goals and be able to work in a team environment.

Ability to operate a personal computer and Microsoft products, including Excel, Word, Access, and Adobe products.

Ability to work quickly and accurately under time pressures to meet deadlines; ability to develop and maintain effective work relationships with co-workers and the public.

Ability to solve problems in creative ways, be self-motivated, and to work in a collaborative environment.

Ability to maintain cooperative relationships with those contacted in the course of work activities; skill in reading, writing, and basic math; knowledge of survey field techniques and survey language; ability to use sophisticated GPS equipment, total stations, and other electronic surveying equipment; skill in taking legible notes.

4.   Working Conditions:

Incumbent of the position provides information technology service to all City facilities. Tasks require a variety of physical activities, involving limited muscular strain, such as lifting & transporting small electronic equipment, stooping, crawling, sitting, reaching, twisting, talking, hearing and seeing. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and guided problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.