

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

vacant

Work Phone: 608-266-4850

2. Class Title (i.e. payroll title):

Parking Asset/GIS Coordinator

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Bill Putnam, Engineer 4*

Work Phone: 266-6528

*Supervisor may change to Assistant Parking Utility Manager at a later date to more closely match organizational position of Computer Mapping/GIS Coordinators in other departments.

5. Department, Division & Section:

Transportation, Parking

6. Work Address:

30 W. Mifflin St. Suite 900

7. Hours/Week: 38.75

Start time: 8:00 AM End time: 4:30 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

This is professional and administrative work responsible for the coordination of the Parking Utility's (PU) Computerized Maintenance Management System (CMMS), Geographic Information System (GIS), and Asset Management System (AMS). The work involves developing and administering policies, standards, procedures and guidelines relating to access to, and utilization of the Parking Utility CMMS, GIS, and AMS systems. The work also involves assigning work to lower level technical and professional staff; leading the Occupancy data analysis team; leading the mapping/GIS project team; supervising and providing technical assistance; and coordinating activities with other City departments, governmental agencies, private agencies, and citizens. The work is performed under the limited supervision of the Assistant Parking Utility Manager and involves the exercise of considerable independent judgment and product development.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 20% A. Oversee and manage the development, implementation, and maintenance of the Parking Utility Computer Mapping/GIS Database.
 - 1. Coordinate, plan and direct the development and maintenance of the Parking Utility GIS records.
 - 2. Plan and implement short- and long-term goals and plans related to Computer Mapping/GIS.
 - 3. Oversee selection of hardware and software as it pertains to Computer Mapping/GIS.
 - 4. Maintain technical expertise in area of Computer Mapping/GIS.
 - 5. Mentor and train staff in new technologies.
 - 20% B. Oversee and manage the development, implementation, and maintenance of the Parking Utility Computerized Maintenance Management System (CMMS)
 - 1. Coordinate, develop, and maintain assets and other functions required by the Asset Management/Work Order System.
 - 2. Identify and aid development of service requests, work orders, preventative maintenance plans, and asset inspections.
 - 3. Identify and aid development of reports.
 - 4. Collaborate and coordinate with other City agencies and GIS coordinators on program direction and best practices.
 - 20% C. Coordinate and manage the Parking Utility Asset Management and Mapping Group.
 - 1. Develop, coordinate and prioritize work.
 - 2. Mentor junior staff.
 - 3. Establish Parking Utility GIS, CMMS, and AMS goals. Direct staff to ensure proper implementation.
 - 4. Assign, monitor, and evaluate work. Investigate problems and develop and process formal orders to modify problem areas. Make technical recommendations to Parking Utility Engineer.
 - 5. Manage and oversee development of new programs to increase efficiency and streamline agency operations as they relate to databases, CAD, GIS, and general records.
 - 15% D. Oversee and manage the development, implementation, and maintenance of parking data collection and analysis. Oversee and coordinate data transfer both internally and between PU and system control vendor databases.
 - 1. Coordinate, plan, and direct the collection of parking data from Parking and Revenue Control Systems (Including PARCS, multi-space and smart meter control system databases) and from field observation, using License Plate Recognition, GPS, Remote Sensing, and GIS Network Analysis tools.
 - 2. Develop goals and plans related to parking data collection.
 - 3. Develop best practices and oversee transfer of data and change requests between PU and vendors. Develop best practices and oversee internal PU data transfer and reporting.
 - 4. Maintain technical expertise in areas of License Plate Recognition, Remote Sensing, Relational Databases, and Geometric Network Analysis.
 - 10% E. Oversee and manage the development, implementation, and maintenance of parking demand and occupancy modeling.
 - 1. Establish demand and occupancy modeling missions and goals.
 - 2. Develop, coordinate and prioritize model development and implementation.
 - 3. Mentor staff regarding land use and parking demand principles as required.
 - 4. Maintain technical expertise with Park+ and other modeling software.
 - 5% F. Oversee and manage the development, implementation, maintenance, and web publishing of public parking data.
 - 1. Establish public parking data web publishing mission, procedures, practices, and guidelines.
 - 2. Coordinate, plan, direct, and implement the publishing of parking data via ESRI ArcGIS Online web maps and applications (AGOL).

3. Maintain technical expertise with web publishing practices including AGOL and GIS application development.

10% G. Special Projects and Studies and Other Duties as required, such as:

1. Prepare and /or assist in preparing special parking, planning, and development studies and projects.
2. Conduct and/or coordinate the completion of technical research and special studies and projects needed to carry out other responsibilities or as requested by other professional staff. Make work assignments, research historical and current data files from all pertinent sources, and arrange data collection via assignment of resources as necessary. Compile and analyze resultant information and prepare reports and recommendations or contribute to the work being done by other professional staff.
3. Prepare and/or assist in preparing special figures, designs, layouts, graphics, and maps.
4. Recommend system, policy, standards, and/or procedural changes to make improvements and/or resolve issues and problems. Communicate with affected and interested parties to explain the process and results. Assist in developing design standards, guidelines, ordinances, and policies as needed to implement Citywide parking, planning, and development activities.
5. Perform related work as required and directed by the Assistant Parking Utility Manager.
6. All other duties as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of Geographic Information Systems (GIS) and computer mapping, computer programming and SQL, relational database management, and computer network operations. Thorough knowledge of the application of computerized mapping and drafting systems, equipment and software. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of Computerized Maintenance Management Systems (CMMS). Working knowledge of advanced scripting technologies including Python, and Extract, Transform, Load tools including FME. Working knowledge of standard civil engineering, planning, land use, and/or parking nomenclature, mathematics, fundamental principles, theories, practices, and techniques. Working knowledge of the policies, practices, procedures and governing laws, ordinances, and/or regulations pertaining to the department/division and specific area of public works and/or engineering. Knowledge of project management techniques, practices and principles. Ability to plan, coordinate and carry out ongoing program(s) or areas of responsibility. Ability to use various computer applications including word processing, spreadsheets, database, Power Point, and computer-aided design (CAD). Ability to interpret and explain engineering plans, specifications, and other technical documents and projects to subordinate staff, other agencies, and the public. Ability to perform and coordinate the performance of technical work including drafting and the assembly, recording, compilation, tabulation and analysis of data. Ability to maintain accurate records. Ability to maintain effective working relationships with supervisors, co-workers, members of other agencies, contractors, and the general public. Ability to communicate and dispense technical information effectively, both orally and in writing, with co-workers, other City departments, and the public. Ability to assign and review the work of lower level professional, paraprofessional and technical staff to carry out multiple program objectives. Ability to develop new techniques and approaches relative to the area of specialization and to provide professional leadership. Ability to work effectively with multicultural populations. Ability to maintain adequate attendance.

13. Special tools and equipment required:

GIS/CAD workstation, software and printers/plotters
Computer equipment and software. Includes ArcGIS, Microstation, AutoCad, SQL Server, R.
LPR/GPS data collection hardware, cameras, and software.

14. Required licenses and/or registration:

Valid Wisconsin Driver's License.

15. Physical requirements:

Ability to stand or sit at computer workstation and desk for long hours, to operate motor vehicle, to get to and observe field locations. Ability to take measurements in the field.

16. Supervision received (level and type):

General supervision of the Assistant Parking Utility Manager

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☒ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

X I have prepared this form and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.