

## PLANNING GIS SPECIALIST

### CLASS DESCRIPTION

#### General Responsibilities:

This is specialized technical and professional work in the development and application of the Department of Planning and Community and Economic Development's (DPCED) computerized mapping/geographic information system (hardware and software). The work involves system management activities, providing technical support to the Planning Division and other agencies in DPCED, and utilizing the system to meet related information needs. Under the general supervision of the Planning Division Director or a Principal Planner, responsibilities include updating and maintaining related geographic databases for use by multiple City agencies; developing specialized databases and sources of information, as required; and conducting related technical analyses. This classification also provides related training; develops, tests, installs and documents new applications and systems; and coordinates data exchange and access with other agencies.

#### Examples of Duties and Responsibilities:

Provide system management for DPCED's ESRI ArcGIS based Geographic Information System (PLGIS). Customize PLGIS for the Planning Division and other divisions' applications. Provide programming, technical assistance, problem resolution, and inter-agency and intergovernmental coordination, as required. Install and maintain hardware and software for the PLGIS on Windows and Macintosh systems and peripherals. Recommend PLGIS hardware and software purchases. Represent the Planning Division in the City-wide Enterprise GIS Project Team and the Department's GIS Implementation Team.

Update and maintain information databases on the City's network, and on the department's GIS system and Intergraph mapping system. Perform tabular data entry and editing into the Progress database. Assist in developing and maintaining special information and databases for the Planning Division, other divisions and other agencies' staff. Collect data to be used with PLGIS.

Prepare tabular reports, maps and other documents. Decide in conjunction with other staff from the Planning Division, other divisions, other departments and the public as to the nature of the report required. Generate reports, maps and analyses using various software including, for example, ArcGIS (ArcInfo, ArcView, ArcSDE, ArcGIS Server, ArcGIS extensions), Excel, Foxbase and custom programming. Conduct advanced statistical and spatial analysis using GIS and other statistical applications. Create reports and maps for the City's website. Create reports and maps for the Department's desktop publishing projects.

Design, and develop the Division website, which involves GIS content and functionality. Develop interactive web-based GIS applications using map services.

Perform PLGIS support, including primary ArcGIS and Intergraph support for the Planning Division and other divisions in the Department. Provide general support of related hardware,

software and networking considerations. Transfer and exchange data between computer systems and between the Planning Division, other divisions, other agencies and external customers. Provide leadership to Planning interns, students or other employees, as may be required.

Provide training and consultation to Planning Division staff on software applications and database capabilities, utilization and related problem-solving. Write GIS technical data development procedures, user documents, policy and metadata.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of and the ability to manage and utilize geographic information system(s) applicable to the Department of Planning and Community and Economic Development's needs. Thorough knowledge of and the ability to customize a GIS system using the appropriate programming and/or scripting languages. Working knowledge of data collection, mapping and analysis techniques, and related computer applications. Working knowledge of computer science and database management. Knowledge of geographic-based information and community planning activities. Knowledge of urban/community planning, principles and planning research methods. Ability to research and evaluate computer hardware and software. Ability to communicate system capabilities to potential and current users. Ability to develop operating policies and procedures. Ability to develop and utilize applicable computerized mapping systems. Ability to solicit recommendations from staff and create relevant databases. Ability to develop and maintain effective recordkeeping systems. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with City staff, vendors, and other public and private agencies. Ability to provide related training and consultation. Ability to maintain adequate attendance.

### Training and Experience:

Generally, positions in this classification will require:

Three years of responsible professional experience involving the development and/or application of a related computerized mapping and geographic information system, including or supplemented by involvement in urban/community planning activities and/or research. Such experience would normally be gained after completion of a bachelor's degree in computer science, planning, engineering, geography or a closely related field. Possession of a master's degree in GIS may be substituted for two years of professional experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Planning Division	18	09

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date