

CITY OF MADISON POSITION DESCRIPTION

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

Vacant

Work Phone:

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

GIS Specialist

3. Working Title (if any):

GIS Specialist

4. Name & Class of First-Line Supervisor:

Rick Roll, Planner IV

Work Phone: 608-267-8732

5. Department, Division & Section:

PCED, Planning, Comprehensive Planning

6. Work Address:

215 Martin Luther King Jr., Blvd
PO Box 2985
Madison, WI 53701

7. Hours/Week: 38.75

Start time: 8:30 End time: 4:30

8. Date of hire in this position:

9/29/2014

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

N/A

-
10. Position Summary:

The GIS Specialist is responsible for 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, a Principal Planner or a Planner IV, 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. GIS system management
 1. Provide system management for DPCED's ESRI ArcGIS based Geographic Information System (PLGIS).
 2. 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 systems and peripherals. Work with IT and the City's GIS Coordinator to migrate the single legacy database to the SQL Server
 3. Recommend PLGIS hardware and software purchases.
 4. Represent the Planning Division in the City-wide Enterprise GIS Project Team and the Department's GIS Implementation Team.
 - 5.

 - 25% B. Database development and management
 1. Update and maintain information databases on the City's network, and on the department's GIS system and Intergraph mapping system.
 2. Generate reports, maps and analyses using various software including, for example, ArcGIS for Desktop, ArcGIS for Server, and standard ArcGIS extensions, Python, Excel and custom programming. Perform tabular data entry and editing into the CAMA database.
 3. Assist in developing and maintaining special information and databases for the Planning Division, other divisions and other agencies' staff.
 4. Collect data to be used with PLGIS.
 - 5.

 - 25% C. Preparation of reports and maps
 1. 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.
 2. Generate reports, maps and analyses using various software including, for example, ArcGIS (ArcInfo, ArcView, ArcSDE, ArcGIS Server, ArcGIS extensions), Excel, and custom programming.
 3. Conduct advanced statistical and spatial analysis using GIS and other statistical applications.
 4. Create reports and maps for the City's website.
 5. Create reports and maps for the Department's desktop publishing projects.

 - 10% D. Website design and content management
 1. Design, and develop the Division website, which involves GIS content and functionality.
 2. Develop interactive web-based GIS applications using map services. Assist the City IT Department in developing interactive web-based GIS applications using map services.
 - 3.
 - 4.
 - 5.

 - 10% E. Technical support, training and GIS program leadership
 1. Perform PLGIS support, including primary ArcGIS support for the Planning Division and other divisions in the Department.
 2. Provide general support of related hardware, software and networking considerations.
 3. Transfer and exchange data between computer systems and between the Planning Division, other divisions, other agencies and external customers.
 4. Write GIS technical data development procedures, user documents, policy and metadata.
 5. Provide training and consultation to Planning Division staff on software applications and database capabilities, utilization and related problem-solving. Provide leadership to Planning interns, junior GIS staff, students or other employees, as may be required.

12. Primary knowledge, skills and abilities required:

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 SQL Server and creating queries. 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. Plotter service and maintenance skills are desirable (but not required). 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.

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.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

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:

- 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).

Rick Roll

SUPERVISOR

DATE

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