

## CITY OF MADISON POSITION DESCRIPTION

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

Curt Cronister

Work Phone: (608) 266-4067

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

GIS Specialist 3

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Brian Grady, Principal Planner

Work Phone: (608) 261-9980

5. Department, Division & Section:

Department of Planning, Community, and Economic Development; Planning Division; Comprehensive Planning & Regional Cooperation

6. Work Address:

215 Martin Luther King Jr., Blvd., Ste 017

7. Hours/Week: 38.75

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

8. Date of hire in this position:

August 2022

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

August 2023

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10. Position Summary:

This position is responsible for higher-level professional work in the development and application of the Department of Planning and Community and Economic Development's (DPCED) geographic information system. The work involves system management activities, providing technical support to the Planning Division and other divisions within DPCED, and utilizing the system to meet related information needs. Under the general supervision of a Principal Planner and the Planning Division Director, responsibilities include managing a wide variety of geographic databases; utilizing these databases to inform DPCED and City initiatives, conducting technical analyses, and developing mapping resources that effectively convey information to a wide variety of stakeholders. Mapping efforts primarily focus on the city's demographics, equity priority areas, built environment, development activity, tracking investments made through PCED programs, various policies, and planning activities including Area Plans and the Comprehensive Plan. This classification also provides leadership in the City's use of data and GIS to support the provision of City services and inform City decision-making, with an emphasis on data and GIS mapping to support the City's Racial Equity and Social Justice (RESJ) Initiative.

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 ArcGIS based geographic information system (PLGIS). Coordinate DPCED's migration of desktop GIS software to ArcGIS Pro and migration of legacy online content to ArcGIS Experience Builder.
    2. Customize PLGIS to meet the needs of the Planning Division and other DPCED divisions. Provide programming, technical assistance, problem resolution, and inter-agency and intergovernmental coordination, as required.
    3. Identify and test potential software applications and ArcGIS extensions to support PLGIS needs.
    4. Provide leadership as the Planning Division's primary representative on the City's GIS Technical Team and Data Stewardship Team.
  - 25% B. Database development and management
    1. Manage updates and maintenance of information on PLGIS and other citywide databases as required.
    2. Generate reports, maps and advanced analyses using software such as ArcGIS for Desktop, ArcGIS for Server, and ArcGIS extensions, SQL, Python, Microsoft Excel and custom programming.
    3. As part of a larger workflow that involves multiple City agencies, update GIS layers and related databases to reflect development approvals, development activity and changes to City services. Develop scripts to query spatial data and translate data between databases. Test and establish new querying methods to facilitate the City's transition from managing property data in GEO to using spatial data.
    4. Assist in developing and maintaining special information and databases for the Planning Division and other DPCED divisions.
    5. Conduct advanced refinements of datasets to be used in PLGIS, including the use of topology to automate refinements.
  - 30% C. Preparation of maps, tabular reports and analyses
    1. Develop and maintain an array of ArcGIS Online map applications to inform decision-making, communicate City initiatives and obtain feedback from the community.
    2. Prepare other maps, tabular reports, and analyses for the Planning Division, other City agencies, City officials and the public.
    3. Conduct advanced statistical and spatial analysis using software including ArcGIS (ArcGIS Server, ArcGIS extensions), Microsoft Excel, and custom programming.
    5. Develop and maintain ArcGIS Desktop tools and models.
    6. Maintain proficiency with City, regional, and national datasets, including the Census Bureau's American Community Survey.
  - 15% D. GIS program leadership, training, and technical support
    1. Provide leadership to facilitate and expand the City's use of data and GIS in decision-making, particularly related to racial equity and social justice.
    2. Provide consultation and training to DPCED staff on software applications and database capabilities, utilization and related problem-solving.
    3. Write GIS technical data development procedures, user documents, policy and metadata.
    4. Transfer and exchange data between computer systems and between the Planning Division, other DCPED divisions, other agencies and external customers.
    5. Assist with GIS content and functionality on DPCED websites.

12. Primary knowledge, skills and abilities required:

- Thorough knowledge of and the ability to manage and utilize geographic information system(s) applicable to DPCED 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/cartography and analysis techniques, and related computer applications.
- Working knowledge of computer science and database management.
- Knowledge of geographic-based information and city planning activities.
- Knowledge of city planning principles and planning research methods.
- Knowledge of local, regional and national datasets, including the Census Bureau's American Community Survey variables.
- Ability to map complex data related to race/ethnicity, income, housing, etc. in formats easily understood by stakeholders.
- Ability to research and evaluate computer 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 racially and culturally diverse City staff, officials and external customers.
- Ability to provide related training and consultation.
- Ability to maintain adequate attendance.

13. Special tools and equipment required:

Large monitor or dual monitors to support efficient work using GIS.

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

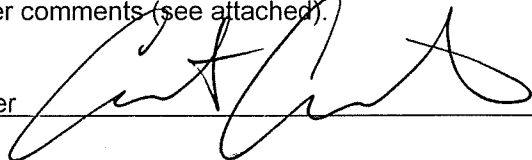
17. Leadership Responsibilities:

- 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).

Curt Cronister  
EMPLOYEE



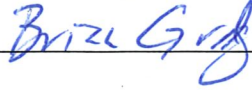
DATE

3/15/24

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).

Brian Grady  
SUPERVISOR



3-15-24  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Ste. 261, Madison Municipal Building or by calling 266-4615.