

CITY OF MADISON POSITION DESCRIPTION

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

Ryan Jonely

Work Phone: (608) 267-8742

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

GIS Specialist 2

3. Working Title (if any):

GIS Specialist

4. Name & Class of First-Line Supervisor:

Brian Grady, Principal Planner

Work Phone: (608) 261-9980

5. Department, Division & Section:

PCED, Planning, Comprehensive Planning & Regional Cooperation

6. Work Address:

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

7. Hours/Week: 38.75

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

8. Date of hire in this position:

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

March 2022

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10. Position Summary:

A GIS Specialist 2 is responsible for intermediate-level technical and 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 database development and 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 updating and maintaining geographic databases; developing specialized databases and sources of information; conducting technical analyses; and developing a wide array of maps and related resources that support DPCED initiatives and are easily understood by a wide variety of stakeholders. Mapping efforts primarily focus on the city's demographics, built environment, development activity, policies and land use plans, including 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 Racial Equity and Social Justice.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Database development and management
 1. Update and maintain information on City databases.
 2. Assist in developing and maintaining spatial information and databases for the Planning Division and other DPCED divisions.
 3. Utilize automated tools to compile data.
 4. As part of a larger workflow that involves multiple City agencies, perform tabular data entry and editing in citywide databases in an accurate and timely manner to reflect development approvals, development activity and changes to City services.

- 40% B. Preparation of maps, tabular reports and analyses
 1. Develop and maintain ArcGIS Online map services, web maps and applications to communicate city initiatives and obtain feedback from the community.
 2. Prepare maps, tabular reports, and other analyses for the Planning Division, other City agencies, City officials and the public.
 3. Maintain proficiency with City, regional, and national datasets, including the Census Bureau's American Community Survey.
 4. Conduct spatial analysis using ArcGIS and basic statistical analysis with Microsoft Excel.
 5. Assist with compiling property and address information for required notifications and general outreach.

- 10% C. GIS program leadership, training, and technical support
 1. Support 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 PCED staff on ArcGIS and database capabilities, utilization and related problem-solving.
 3. Create data development procedures metadata, workflow and process documentation.
 4. Assist with content management on the Planning Division website, which involves GIS content and functionality.

- 10% D. Support various Planning Division and City initiatives
 1. Support the Planning Division's Area Plan efforts
 2. Provide foundational data for Results Madison indicators and provide support and expertise to colleagues that are tabulating specific indicators
 3. Serve on special Division and citywide teams, such as the Planning Division Equity Team
 4. Perform other duties, as required

12. Primary knowledge, skills and abilities required:

Thorough knowledge of and the ability to maintain and utilize geographic information systems applicable to the Department of Planning and Community and Economic Development's needs. Working knowledge of creating queries. Working knowledge of data collection, mapping/cartography and analysis techniques, and related computer applications. Working knowledge of 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 communicate system capabilities to current and potential users. Ability to develop operating policies and procedures. 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:
ArcGIS software; Large monitor or dual monitor system to support efficient work using GIS

14. Required licenses and/or registration:

15. Physical requirements:

16. Supervision received (level and type):

Supervised by Principal Planner
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).

Ryan Jonely
EMPLOYEE

May 24, 2023
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).

Brian Grady
SUPERVISOR

May 24, 2023
DATE

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