

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Candice Kasprzak
Work Phone: 608-266-6301
2. Class Title (i.e. payroll title):
Management Information Specialist 2
3. Working Title (if any):
CAD Administrator and Information Program Manager
4. Name & Class of First-Line Supervisor:
Eric Pederson
Work Phone: 608-266-4056
5. Department, Division & Section:
Engineering – Mapping Division
6. Work Address:
1600 Emil Street
7. Hours/Week: 37.5
Start time: 7:30AM End time: 4:00PM
8. Date of hire in this position:
12/03/2012
9. From approximately what date has employee performed the work currently assigned:
12/24/2012

10. Position Summary:

This is specialized technical and professional work in supporting the Engineering Division's Mapping Section. The ideal candidate for this position must be proficient in the use of MicroStation V8i, Bentley InRoads, and Bentley Map software. This candidate shall also be familiar with, or show the capability to learn, additional software products to support the Engineering Division Mapping Section including: Geospatial Information System (GIS) which uses MicroStation V8i; ESRI ArcGIS; GT Viewer; Safe Software's FME; Crystal Reports; Microsoft SQL Server and office automation applications. This position, under the general supervision of the Mapping Section Manager, shall be responsible for updating and maintaining related geographic databases; developing specialized databases and sources of information, as required; conducting related technical analyses; and utilization of the GIS system to produce graphic and analytic products. This position also provides related training; develops, tests, installs and documents new applications, systems, and office automation applications. *This work is characterized by increased independence, expertise, judgment, discretion, responsibility, initiative, coordination, planning, conflict resolution and leadership in providing standardized developmental or support activities, and/or serving as a major contributing member on more diverse project team efforts.*

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

- 40% A. Develop/Maintain/Support all Engineering managed CAD/GIS Systems/Programs (official map land base, ownership parcels, sanitary sewer, storm sewer, ponds, greenways, pavement data, bike/walk paths, bridges, medians, snow/mow routes, pervious/impervious areas). Program/Develop/Administer/Manage bi-annual Aerial-Orthophotography projects for the City. Project Manager whom led the recently completed (2013) successful conversion of our entire CAD design and GIS mapping system. Program/Develop/Administer/Manage LiDAR projects as needed (anticipated three (3) year cycles). Develop/Maintain/Support all associated datasets/processes. Program integration of all Engineering managed CAD/GIS data for deployment within citywide enterprise ArcGIS platform
1. Develop/Maintain/Support/Program Engineering database in SQL and allow access from other city departments and Dane County
 2. Develop/Maintain/Support/Program all GIS schema currently within Bentley's GSA format as required to maintain efficient map creation/maintenance and updates
 3. Develop/Maintain/Support/Program all Engineering managed GIS data through SDE which then becomes the framework, fabric and base map model for all other City agencies to scheme and overlay their independent maintained GIS data (currently via integration into City IT managed ArcGIS repository)
 4. Program Storm Water Utility and Sanitary Sewer Utility revenue system integration within the Water Utility managed municipal service billing system.
 5. Maintain access to ancillary datasets (Aerial-Orthophotography, Firemaps, Police Sectors, etc)
 6. Develop and maintain integration of all existing Engineering managed GIS products with other City business solutions (i.e. CCTV, PipeLogix, Asset Management)
 7. Bentley Enterprise License Manager responsible for managing the CAD Program and support to all Public Works Agencies CAD users.
- 25% B. Develop/Maintain/Support/Program Engineering Managed GT Viewer Software (currently serving 359 users from 17 different City agencies)
1. Maintain GT Viewer updates and deployment to City PC's, tablets, laptops and smart devices.
 2. Manage/Support/Prioritize all GIS user requests for GT Viewer enhancements
 3. Develop/Maintain workflows to allow seamless update schedules
 4. Develop/Maintain/Support GT Web mobile GIS viewer software currently serving approximately 100 registered consultant/vendor/utility firms throughout our service area
- 15% C. Provide basic help desk and IT support (hardware/software) for Engineering Division staff
1. Monitor all Engineering software products to determine when version upgrades are necessary to remain current and ensure compatibility
 2. Coordinate/perform necessary software updates to Engineering computers in collaboration and consultation with Division heads/IT staff
 3. Basic help desk for CAD/GIS/GT Viewer/GT Web user's questions
 4. Basic hardware/software computer help (Primarily at Emil St Operations Facility)
 5. Manage/upgrade Engineering software license managers
- 10% D. Develop/provide training/testing for Engineering managed software
1. Tests/evaluates new software and upgrades for implementation into various workflows
 2. Documents procedures and workflows for various Engineering processes
 3. Creates training material/documentation for Engineering software to users
- 10% E. Misc/Other
1. Participate on various City User Groups and other Teams
 2. Fulfill map requests to City agencies and all other public people/agencies
 3. Represents Engineering division on City-wide technology efforts

12. Primary knowledge, skills and abilities required:

Must have thorough knowledge of desktop and server computer system technology (hardware and software), with primary emphasis on MicroStation V8i, Bentley InRoads, and Bentley Map. Employee should have at least a basic knowledge of geographic information systems and their effective application. Knowledge of computer systems design and programming languages such as MicroStation V8i VBA, Visual Basic.NET, Visual Basic for Applications, XML, FME, Transact-SQL, Crystal Reports, Microsoft SQL Server 2008, and Microsoft Access would be a plus. Must have ability to communicate effectively both orally and in writing, as well as an ability to develop and maintain effective working relationships with internal staff and staff of other agencies. Ability to problem solve, apply logic, and perform process identification and systems thinking. Ability to troubleshoot and resolve routine hardware and software computer malfunctions. Ability to provide advice, consultation, and training to diverse user groups citywide. Employee shall have a working knowledge of the entire Microsoft Office suite. The employee shall have the ability to effectively participate in team efforts to improve departmental programs and services and to effectively participate in inter-departmental team project efforts to improve/develop programs and services which benefit all City agency workflows and performance. The employee shall have vast experience in handling multiple tasks and the ability to exercise judgment and discretion while completing assigned tasks. Must be able to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

Job requires sitting at a computer for long intervals. Some bending/crouching installing/fixing computers.

16. Supervision received (level and type):

General supervision in regards to prioritizing efforts and maintaining the Division's overall goals and objectives

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).

SUPERVISOR

DATE

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

ENGINEERING – Mapping Section



