

# GIS Specialist

FLSA Exempt Status: No

Pay Range: \$52,000 to \$70,000

Job Specifications: Full-Time: Monday-Friday 8:30 am – 5:00 pm (Extended hours required)

## Description and Requirements

The GIS Specialist position requires technical level aptitude involving geospatial data management, analysis, and cartography using Geographic Information Systems (GIS). The position is responsible for the successful creation, maintenance and update of complex database information and support of GIS projects and initiatives. Must perform GIS data development activities, including developing and updating GIS databases from hard copy maps, site plans, existing electronic data sets, and GPS (Global Positioning System). Identifies and accounts for differences in map projections and overlay of information from different sources. Must establish, implement and maintain standards and procedures for database management, development and documentation. Develops map layouts, web accessible maps and logistics maps. Maintain data synchronization between GIS and Voter Registration System. Must have proficient computer skills, knowledge of relational databases, ability to handle simultaneous multiple projects and be a self-starter.

## Education Training and Experience

- Bachelor's degree in GIS, Computer Science, Geography or equivalent.
- Experience: 3+ years in the GIS field. Using MapInfo, ArcGIS, Esri related products.
- Proficient knowledge of SQL and other RDBMS a must.
- Elections environment experience is a plus.

## Duties and Responsibilities

- Develops and implements standards for data input, maintenance and map production.
- Assists with the development of GIS applications and models that enable data analysis and queries, and develops tools and programs to automate routine GIS related tasks.
- Creates, maintains and updates precinct metadata and geopoints.
- Updates and creates GIS maps for precincts, polling places, districts, etc.
- Collects data from a variety of sources.
- Maintains current knowledge of trends and developments in the field of GIS.
- Establishes quality control and security maintenance plan for protecting database integrity; identifies data errors and makes corrections as required.
- Performs GIS analysis functions, and creates maps and reports to communicate results.
- Prepares and interprets electronic and hard copy source documents for GIS conversion.
- Performs quality control of all data, which includes spatial alignment, attribute checks, topology validation, and other quality control measures to ensure accuracy.
- Documents work, creates metadata and maintains change logs.
- Provides training and support for users.
- Provides written and oral communication with the ability to communicate technical concepts to non-technical staff.
- Ability to work in a team environment and establish and maintain effective and cooperative working relationships with other employees, supervisors, City officials, outside agencies and the general public.
- Performs related work as required.