

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	GIS Specialist	BAND/LEVEL:	Prof II
DEPARTMENT:	Planning & Development Services	JOB NO:	2310
DIVISION:	Geographic Information & Support Services	DATE:	3/25/12
REPORTS TO:	Manager, Geographic Information & Support Services	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 601

REPLACES: GIS Specialist

DATE: 2/24/02

JOB SUMMARY STATEMENT:

Assists in development, maintenance, and user support of City's geographic information system (GIS). Uses the ArcGIS suite of software to create and edit all types of geographic features and their related data attributes. Creates complex queries, analyses and map products in response to user requests.

DUTIES AND RESPONSIBILITIES:

1. Helps to design and create ArcMap documents, layer definitions and geographic processing models for specific users to perform geographic analysis of City data. Discusses user needs, tests and trains users. Exports GIS data in an appropriate form for use by external customers.
2. Assists in maintaining system hardware, including plotters and printers; monitors and troubleshoots nightly data transfers and data manipulation procedures on the GIS data servers.
3. Maintains and updates database by data input and manipulation. Monitors data sources to identify changes to GIS database. Evaluates database accuracy through verification procedures.
4. Performs complex geographic analysis and cartographic production as it relates to the GIS system by creating maps, charts and tables that accurately and effectively communicate information and support relevant decisions. Discusses information needs with GIS users and determines applicability to existing data.
5. Assists with evaluation of user needs within City as they relate to GIS available services. Monitors GIS activities by other agencies to gain ideas and techniques for use in Overland Park.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in computer science, geography or related field with related classes in earth science, cartography or additional equivalent experience. E.S.R.I. (software) training.

EXPERIENCE:

Two years of experience and training, or an equivalent level of training, in the use of E.S.R.I. software and necessary hardware.

SKILLS:

1. Computer hardware and software skills
2. Good oral and written communications skills
3. Listening and problem solving skills

MENTAL REQUIREMENTS:

1. Analytical skills
2. Ability to learn and understand software applications
3. Ability to prioritize work
4. Abstract and logical thinking
5. Understand computer commands
6. Understand computer hardware

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to lift 30 pounds and transport 20 feet
3. Hand and eye coordination adequate to accurately and efficiently operate computer peripheral equipment such as a keyboard, mouse and monitor to create and edit both graphic and tabular data

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.