

# City of Hendersonville, NC



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### GIS Specialist I

**Department:** Engineering

**Pay Grade:** 19

**FLSA Status:** Non-Exempt

#### **JOB SUMMARY**

Responsible for performing analytical/technical work and providing support for Geographic Information System (GIS) project implementation and operation, creating, testing and enhancing GIS applications, developing and administering web-based GIS applications, preparing GIS datasets, and maps Providing GIS analytical/technical skills to support good decision making in the City of Hendersonville.

An employee in this class is required to be a professional in both a GIS and customer service capacity. Work involves extensive knowledge and ability to perform a diverse array of technical GIS related work. Employee must have considerable knowledge of Esri GIS software and be able to work with GIS data effectively. Employee must have knowledge with Trimble Survey Grade Global Positioning Systems (GPS) unit and software. Work involves strong technical knowledge and public contact and requires tact, courtesy, customer service orientation, and teamwork to accomplish the duties. Makes routine decisions independently and exercises judgment within established guidelines; contributes to customer satisfaction by delivering timely and quality services. Accuracy and attention to detail in creating data is critical in performing the work. Exercises time management skills when receiving multiple projects from outside departments within a short time span. Work is performed under minimal supervision. Work is performed under the general supervision of the GIS Division Manager and performance is evaluated based on attainment of specific performance objectives, personal observation, feedback from department managers and employees.

#### **ESSENTIAL JOB FUNCTIONS**

- Creates tests and enhances GIS operations; develops and administers web-based applications.
- Provides analytical/technical support for the implementation and operation of GIS projects.

- Prepares GIS databases, maps, database reports and specialized queries in support of various projects.
- Performs GIS work to support good decision making.
- Generates, maintains and disseminates GIS data.
- Performs quality control and quality assurance on GIS data.
- Operates and maintains GIS software and web-based applications.
- Creates and manages online applications that require consistent updates as new data is received.
- Occasionally assists in operation of GPS unit and software.
- Produces complex maps for departments and outside agencies.
- Updates jurisdiction boundaries, zoning districts, fire & police districts, utility service areas, etc.
- Pursues continuing education for technical and professional development.
- Creates presentations, guides, and tools to train users on new and existing GIS and Esri products.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Bachelor's degree in GIS, geography, planning or related area; and five (5) years of experience in GIS and/or mapping; or an equivalent combination of education and experience.

### **Special Qualifications:**

- Possession of a valid driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.
- Certification as a Geographic Information Systems Professional (GISP).

### **Knowledge, Skills and Abilities:**

- Knowledge of ESRI GIS software (ArcGIS Online, ArcPro, ArcGIS Portal).
- Knowledge of other online ESRI tools (Solutions, Survey123, etc.) - ArcGIS Online Suite
- Knowledge with Trimble Survey Grade GPS unit and software.
- Knowledge of cartographic principles, mapping, GIS database design and structure.
- Knowledge of GIS hardware and software components, data communication and network methods and techniques.
- Knowledge of associated software (i.e., Microsoft Access, Excel, Word, etc.).
- Ability to deal tactfully and courteously with the public.
- Ability to prepare written and oral presentations.
- Ability to establish and maintain effective working relationships with other staff, management, the general public, and others encountered in the course of work.

## **PHYSICAL DEMANDS**

Work in this classification is defined as light work requiring the physical exertion of up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects. Physical demands require climbing, crouching, crawling, standing, walking and lifting. Vocal

communication is required for responding to inquiries, expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for extensive reading, to prepare and analyze written or computer data, determine the accuracy and thoroughness of work, and observe general surroundings and activities.

**WORK ENVIRONMENT**

Work is performed primarily in an environmentally controlled office environment but requires exposure to outside environmental conditions including extreme heat, cold and noise requiring employee to shout in order to be heard above the ambient noise level; workplace hazards which may include proximity to moving mechanical parts, moving vehicles and atmospheric conditions that may affect the respiratory system including fumes, odors, dust, mists and gases.

*The City of Hendersonville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.*

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