

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB418 GIS Project Specialist III
POSITION #/TITLE: 2496, 2500, 2501 GIS Project Specialist III	Adopted: 02-08 Revised: 01-09

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: 2490/NB388/GIS Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Updates and maintains a wide variety of City-wide Enterprise Geographic Information System Databases, creates maps, responds to customer requests for GIS data. Essential functions include use of ArcInfo and ArcView software. Performs related work as required.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgement and initiative. This classification is distinguished from the GIS Project Specialist II by job experience and the nature and complexity of assigned projects, by greater involvement in planning and training activities and by a greater degree of independence.

Examples of Essential Work (Illustrative Only)

Supports GIS functions including but not limited to the City's Infrastructure Management System, Land Records Management System, Document Imaging, and Computer Aided Drafting Solutions that populate the City's GIS;

Participates in the digitalization of base maps and the incorporation of other digital information into the GIS system using cartographic, analytical and other techniques to present GIS data;

Transfers a wide variety of digital data into or out of the GIS system;

Develops macros to manipulate and utilize GIS data;

Troubleshoots users problems with GIS hardware and software and provides technical assistance to general office staff in the use of existing GIS systems as required;

Installs new GIS related computers and train users in the use of GIS related equipment;

Installs new GIS software applications and trains users in all aspects and ramifications of new software;

Creates GIS spatial data pertaining to City departments and divisions;

Inspects and maintains GIS hardware such a plotters, digitizers and computers, including making some repairs as needed;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of software, hardware and computer operating systems (specifically Microsoft Windows NT Workstation, Microstation, AutoCAD, ArcInfo/View, Relational Databases/SQL) and utilities used as the tools of program development;
Good knowledge of the functions and operations of the Information Technology Division;
Good knowledge of GPS, LAT long and coordinate systems as related to GIS;
Good knowledge of the interpretation of legal descriptions preferred;
Ability to train others in the use of computer operations and GIS software applications;
Ability to install new GIS software;
Ability to communicate effectively and maintain working relationships with department heads, other City employees, outside vendors and the public;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on computer operations and software applications;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Computer Science, CADD/GIS, or closely related field; and
Considerable experience working with computer software, hardware and operations systems related to Geographic Information Systems, or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;
Sufficient manual dexterity which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility which permits the employee to work in the general office environment and visit other work sites in the City.