



TOWN OF WESTBOROUGH MASSACHUSETTS

Job Title: GIS Administrator	Reports To: MIS/GIS Director
Department: MIS/GIS	Job Code:
Location: Town Hall	Hours per week: 10
Revised:	FLSA Status: Non-Exempt

Summary: Under the general direction of the MIS/GIS Director, the GIS Administrator provides GIS support for town staff and board & committee members by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Develops and maintains GIS data

Creates maps and other cartographic products

Performs GIS analysis

Maintains GIS software and other related applications

Provides technical support & training

Collects GPS data in the field and process for use in the Town's GIS

Maintains GPS hardware and software

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: Bachelor's degree (B. A.) from four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have experience using ArcGIS for Desktop, Microsoft Access, and knowledge of ArcGIS online. Experience with AutoCAD, SQL Server and knowledge of an ArcGIS scripting language (Jscript, Python, VBScript) preferred.

Certificates, Licenses, Registrations: Must possess a valid driver's license.

Other Skills and Abilities: Must maintain a high degree of professionalism. Ability to perform detailed work accurately and efficiently within deadlines. Ability to prioritize multiple tasks. Must have experience with GPS data collection and processing. Must be able to work independently.

Other Qualifications: This position allows for a flexible schedule approved by the MIS/GIS Director. Work hours must take place during regular Town Hall business hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Mark Stockman	Date: 12/02/14
Approved by Personnel Board	Date:
Recommended by Town Manager	Date:
Approved by Board of Selectmen	Date: