

TOWN OF NEWINGTON

TITLE: Geographic Information Systems (GIS) Technician **GRADE:** A-5
DEPARTMENT: Information Technology **DATE :** Adopted 5/2013

POSITION DESCRIPTION

Under the general supervision of the Chief Information Officer of Information Technology, designs, documents, coordinates, plans, implements, and participates in the input, update, and maintenance of data for the Town's Geographic Information System (GIS).

ESSENTIAL JOB FUNCTIONS

- Organizes, directs, and participates in the development, maintenance, quality control and utilization of the Town's GIS.
- Coordinates the Town's GIS activities.
- Protects the integrity of the Town's GIS data and applications.
- Assists in guiding policy in relation to GIS matters.
- Performs a variety of administrative management information, writing reports, and administering record keeping functions.
- Researches and develops procedures, policies, work instructions and work methods to more economically and efficiently utilize information, time and equipment.
- Prepares statistical and narrative reports for Town Departments.
- Provides support services for the various departments in relation to the GIS programs and data entry.
- Meets and/ or exceeds customer expectations with an unparalleled commitment to excellent customer service and positively promoting and enhancing the services and programs offered by the Town.
- Assists with budget preparation.
- The ability to be available 24 hours a day/ seven days per week to respond to emergencies is required.

ADDITIONAL JOB FUNCTIONS:

- Performs additional tasks and duties as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to excellence in customer service.
- Excellent written and verbal communication skills, including the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write routine reports, correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Demonstrated ability to prioritize, organize and complete assignments in a timely manner.
- Ability to understand municipal operations and their budgetary impact.
- Working knowledge of GIS administration.
- Knowledge and ability in computer applications for data management, planning analysis and report preparation.
- Ability to access and process information contained in file records and computer databases.
- Ability to work effectively with other employees, superiors and the general public in person and via the telephone.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- Physical activity involving standing, walking, reaching with hands and arms, stooping, kneeling, crouching, or crawling up to 1/3 of time on the job.
- Physical activity involving using hands to finger, handle, or feel objects.
- Works in office setting subject to continuous interruptions.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.
- Ability to generally lift up to fifty (50) pounds.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ stand continuously for prolonged periods of time.
- Ability to concentrate on detailed and complex issues with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to work independently with minimum supervision.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- Bachelor’s Degree from an accredited four year college or university in GIS, Geography, Computer Science, or a closely related field. Masters Degree is desirable;
- Two (2) years experience in database administration, relational database design and implementation;
- Experience with ArcInfo, ArcEditor, and ArcView (ArcGIS); and
- Two (2) years experience in Public Administration or relevant municipal experience is desirable or any combination of training and experience which provides a demonstrated ability to perform duties of the position.

LICENSE OR CERTIFICATE: Valid Connecticut Motor Vehicle Operator’s License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this job description restricts the Town’s right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the administration’s assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date