

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
Classified, GRADE 12  
FLSA exempt position

### GIS ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized geographic information systems (GIS) related to geo-referenced databases, GIS servers, Web programming and/or comprehensive property addressing for emergency response; does related work as required. Supervises GIS staff.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class performs highly responsible technical computer aided addressing and/or geo-referenced database development and maintenance. Work involves the application of GIS, Programming and Server knowledge. An employee in this class is assigned the responsibility for special projects or specific tasks from initiation to implementation.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, standing, pushing, pulling, fingering, grasping, and repetitive motions, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing written and computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deduction; the worker is subject to inside environmental conditions, and atmospheric conditions.

#### EXAMPLE OF WORK: (Illustrative Only)

Oversee design and development of geo-referenced data bases for a variety of GIS applications;

Work with advanced GIS tools such as Analysis, Model Builder, Statistics, etc.

Maintain and upgrade GIS Server

Create scripts in SQL, Python, Javascript

Create, Maintains and upgrade Web Applications

Coordinates with state, federal and private agencies

Provide training and support to County staff and coordinate internal and external requests for data

Administer the Enterprise GIS software (ArcGIS Desktop, ArcGIS Catalog, ArcServer)

Coordinate with ESRI/IT Department

Administer and maintain GIS services

Create, manage and maintain enterprise Geodatabases and Feature Classes  
Administer SQL Server  
Write scripts, generate reports and queries  
Supervise and maintain web applications

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Advanced knowledge of computers; experience in design, data collection and presentation of complex planning projects in electronic format; extensive experience as project manager particularly in a planning and zoning environment; extensive knowledge of Geographic Information Systems (GIS) programs; thorough understanding digital mapping system and related peripheral equipment; ability to understand and work from oral and written directions, ability to coordinate design and plan projects; ability to supervise and evaluate the work of others; ability to prepare detailed reports; ability to deal effectively with and maintain effective relationships with staff, supervisor, and the public; knowledge of planning principles; ability to communicate effectively verbally and in writing; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with at least five (5) years experience in GIS or completion of college level courses in geographic information systems, latest versions of ESRI ArcView GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid driver license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

Est. 07/01/15  
Rev. 07/01/18