

KENT COUNTY POSITION DESCRIPTION

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

Department of Administration
Information Technology Office
GRADE 14
FLSA exempt position

GIS ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Responsible for the overall development, quality, and integrity of the County's Enterprise GIS repository and management of data layers; performs highly skilled and specialized geographic information systems (GIS) tasks related to geo-referenced databases, GIS servers, Web programming and/or comprehensive property addressing for emergency response; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class uses extensive knowledge of SQL Server administration and programming to manage highly responsible technical geo-referenced database development, design, troubleshooting, versioning and replication, maintenance, etc. 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;
Plan, design and deploy up-to-date GIS architecture to ensure system performance & reliability;
Manage requests for GIS services;
Develop county-wide data and policy standards and manage integration with outside agencies;
Work with advanced GIS tools such as Analysis, Model Builder, Statistics, etc.;
Maintain and upgrade GIS Server;
Create scripts in SQL, Python, Javascript;
Create, maintain and upgrade Web Applications;

Serve as liaison with state, federal and private agencies;
Provide training and support to County staff;
Administer the Enterprise GIS software (ArcGIS Desktop, ArcGIS Catalog, ArcServer);
Coordinate system applications and upgrades with ESRI/other County Departments;
Create, manage and maintain Enterprise Geodatabases and Feature Classes;
Design, configure, implement, tune, upgrade and secure GIS and SQL Servers;
Write scripts, generate reports and queries;
Supervise and maintain web applications.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Advanced knowledge of computers; extensive knowledge of Geographic Information Systems (GIS) programs; experience in design, data collection and presentation of complex projects in electronic format; extensive experience as project manager particularly in a local government environment; 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: Bachelor's degree from an accredited four-year college or university with major course work in geographic information systems, information technology, computer systems, or closely related field with at least five (5) years experience in the latest versions of ESRI ArcGIS suite and Windows software and at least one of the following languages: C, .NET (C# or VB.NET), Python or JAVA; 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.

Employee Acknowledgment

Est. 07/01/15
Rev. 07/01/18
Rev. 07/14/20