

Title: GIS Administrator
Department: Administration
Division/Office: Information Technology Office



Grade 2123; FLSA Exempt position; Category: Classified; Job Code: GISA; Rev.:07/01/2021

General Description

The purpose of this position is to perform 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.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Designs and develops geo-referenced data bases for a variety of GIS applications.
- Works with advanced GIS tools such as Analysis, Model Builder, Statistics, etc.
- Maintains and upgrades GIS Server.
- Creates scripts in SQL, Python, and Javascript.
- Creates, maintains and upgrades Web Applications.
- Coordinates with state, federal and private agencies.
- Provides training and support to County staff and coordinates internal and external requests for data.
- Administers the Enterprise GIS software (ArcGIS Desktop, ArcGIS Catalog, ArcServer).
- Creates, manages and maintains enterprise Geodatabases and Feature classes.
- Administers SQL Server.
- Writes scripts, generates reports and queries.
- Supervises and maintains web applications.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires 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:

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

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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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.

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.

Americans with Disabilities Act Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects; work requires crawling, reaching, pushing, fingering, grasping, handling, and repetitive motions; voice communications is required for expression or exchanging ideals by means of spoken work levels, and to receive detailed information through oral communications and/or to make fine distinction in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of a measuring devices, determining the accuracy and thoroughness of work, observing general surroundings and activities; the worker is subject to inside environmental conditions, and atmospheric conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement