

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Engineering	DEPARTMENT NUMBER	260
REPORTS TO (TITLE)	Director of Public Works	JOB FAMILY	Stand-alone
PAY GRADE	7	DATE OF LAST REVIEW	June 2024

<b>NATURE OF WORK</b>
<p>The Geographic Information System Administrator is responsible for overseeing the city’s Geographic Information System (GIS) and will directly oversee the Sewer Televising and Mapping Program including software needs. The GIS Administrator will create analytical products including maps, spreadsheets and graphs using the City’s ArcGIS desktop system, ArcReader and GraniteNet Sewer Inspection Software. The GIS Administrator will also prepare media including photos, video, and drone flight presentations as requested. The GIS Administrator will also be responsible for surveying duties for the City.</p>

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Maintains or modifies existing Geographic Information Systems (GIS) databases including data layers, maps, tables, spreadsheets and reports, reviewing existing or incoming data for currency, accuracy, usefulness, quality and completeness;
2.	Designs and prepares graphic representation materials including maps, spreadsheets and tables using the City’s Geographic Information Systems (GIS) data, using GIS hardware and software applications including ArcGIS Desktop, GraniteNET, Microsoft Excel and Access;
3.	Evaluates software needs for the City’s GIS and related software; troubleshoots and supports operation of software including ArcGIS, ArcCatalog, ArcReader, ArcPublisher, GraniteNet, Excel, Access, as well as hardware including computers, printers, plotters, GPS, total station and data collectors;
4.	Performs Land Surveys as needed, including topographic, stake out, and As-Built surveys;
5.	Prepare media for use in presentations including use of the City’s Drone and using software including PowerPoint, and various photo and video editing softwares as needed;
6.	Coordinates flow monitoring equipment in the City’s wastewater collection system;
7.	Manages the city’s Municipal Separate Storm Sewer System (MS-4) program and prepares all quarterly and annual reports necessary for Iowa DNR and assists in designing Stormwater Pollution Prevention Plan (SWPPP) for City Projects;

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

<b>SUPERVISORY RESPONSIBILITIES</b>
Does not officially supervise other employees.

**TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor’s Degree in Cartography, Geographic Information Systems, Engineering, Planning, Land Surveying or related field;

AND

Minimum of one year of experience utilizing geographic information systems;

AND

Minimum of one year of land surveying experience.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

**LICENSING / SPECIAL REQUIREMENTS**

Valid driver’s license

**SKILL / ABILITIES REQUIREMENTS**

- Knowledge of hardware including desktop computers, printers, plotters, GPS and total station;
- Ability to understand and interpret construction plans, engineering plans, as-built drawings, deeds, legal descriptions, and plat maps;
- Ability to work independently, exercise independent judgment, common sense, and initiative, think analytically, detect errors, determine causes, and make corrections;
- Ability to collect and prepare media including photos, videos and presentations;
- Ability to thoroughly carrying out oral and written instructions;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Ability to manipulate and cross-reference all data throughout the city departments.

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: climbing, reaching, standing, walking, lifting, talking, hearing, and seeing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Driving / Travel

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by AS
November 2023	Updated per previous Job Description by BC
June 2024	Updated from Departmental Feedback by BC

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.