CITY OF WAUKESHA
invites applications for the position of:

City of Waukesha Logo

GIS Coordinator

SALARY:	$61,293.00 - $82,746.00 Annually
OPENING DATE:	11/10/17
CLOSING DATE:	12/08/17 11:59 PM

DESCRIPTION:

This position directs, designs, implements and maintains all aspects of the City's Geographic Information System (GIS), including systems design and networking, database administration, web and mobile application development, data creation and maintenance, systems integration, training and technical support.

Starting salary: $61,293.00; maximum $82,746.00 achieved through merit increases.

EXAMPLES OF ESSENTIAL DUTIES:

1. Directs, designs, implements and maintains all aspects of the City's Geographic Information System (GIS).
2. Conducts daily data maintenance and input across a multitude of datasets to ensure the completeness and accuracy of the City's GIS.
3. Plans, coordinates and reviews all short and long-term projects related to the creation, maintenance and development of the City's GIS and/or GIS data to ensure the efficient and effective growth of the City's GIS.
4. Provides technical support, assistance and training for the City's GIS across all departments; educates management and employees on the capabilities and utilization of the system.
5. Develops short and long-term goals and GIS projects; assigns work to Engineering Technicians; oversees and reviews the projects for accuracy and completeness to ensure that goals are met.
6. Administers, maintains and develops all aspects related to GIS SQL Server databases, including security, tuning, sizing, backup, logging and database administration; creates all necessary database tables, views, triggers and stored procedures to ensure data integrity, integration with other databases and systems, and improved efficiencies through the effective use of data.
7. Provides QA/QC as it related to GIS data and other databases integrated with the City's GIS.
8. Develops and maintains web-based and mobile mapping applications across all departments to bring effective use of GIS to both internal staff and the public.
9. Customizes web and mobile applications with a variety of programming languages to provide the most efficient workflows and general user interfaces.
10. Evaluates and responds to the workload and capacity of GIS-related servers and systems, determining the feasibility of expansion and enhancement; provides recommendations to purchase and upgrade GIS servers, equipment and software, advising in budget matters, and preparing requests for procurement of consulting services and equipment.
11. Maintains an understanding of computer network operations to ensure the efficient design and usage of the City's GIS.
12. Represents the City to other government and private agencies relative to the GIS program, especially to the County and nearby municipalities to ensure that the City's GS program is effectively coordinated with other programs in the area, and to ensure that appropriate data and knowledge are shared.
13. Provides additional systems integration and technical support as necessary so that GIS mapping and/or data can be efficiently leveraged in other City systems across all departments.
14. Manages the implementation and development of the City's Asset Management System, including system integration, data development and collection, work order management, report writing and project management.
15. Assigns addresses to new properties or buildings and maintains a list of all valid addresses in the City; ensures that addressing data is updated for E911 public safety purposes; coordinates

        information with the US Postal Service.

16. Develops GIS-related training and educational materials.
17. Participates and presents on GIS and Asset Management topics at council meetings and various local, state and national professional conferences.

TYPICAL QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Computer Science, Geography, Engineering, Planning or a closely related field, Master's Degree preferred, with 4 – 6 years of progressively responsible experience in GIS and computer programming and systems operations; GISP preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of:

- The theory, operation, application and capabilities of automation systems, equipment and software.
- Database management and computer network operations.
- Map compilation and quality control.
- The use of standard office equipment, computers and relevant software applications including ESRI ArcgGIS Desktop, ArcGIS Server, ArcSDE, ArcGIS Online, Spatial Analyst, 3D Analyst, Network Analyst, AutoCAD, AutoCAD Civil 3D, VUEWorks, Nicrosoft SQL Server and T-SQL programming, SQL Server Reporting Services, Word, Excel, Access, PowerPoint, IIS, VB, Javascript, HTML, HTML5, Flex, Python, XML.

Ability to:

- Analyze and interpret scientific and technical journals, financial reports and legal documents related to the latest developments in GIS.
- Respond effectively to inquiries or complaints from customers, regulatory agencies and members of the business community.
- Prepare and present effective information to City officials, management, public groups and/or various boards, commissions and committees.
- Define problems, collect data, establish facts, draw valid conclusions and apply effective solutions.
- Work with other City departments in implementing GIS applications and guiding other employees in learning and using GIS.
- Establish and maintain effective working relationships with elected officials, members of various groups, organizations and associations, other GIS professionals, consultants, vendors, supervisors, coworkers and the general public.

Skill in:

- Public speaking.
- Oral and written communications.
- Organization and time management.

SUPPLEMENTAL INFORMATION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds

APPLICATIONS MAY BE FILED ONLINE AT: Position #00020
http://www.waukesha-wi.gov   GIS COORDINATOR
                                                                              PK
201 Delafield Street, Room 205
Waukesha, WI 53188
262-524-3744

HR@waukesha-wi.gov

GIS Coordinator Supplemental Questionnaire

* 1. Do you have experience building GIS web applications either by writing code, using Web AppBuilder for GIS, Geocortex or a similar web application development program?

   ❏ Yes   ❏ No

* 2. Do you have prior experience with ArcGIS Online?

   ❏ Yes   ❏ No

* 3. Have you worked with Microsoft SQL Server databases in the past?

   ❏ Yes   ❏ No

* Required Question