



## JOB DESCRIPTION

<b>Job Title:</b> Geographic Information System (GIS) Administrator	<b>Date Created:</b> 06/20/2019
<b>Department:</b> Information Technology	<b>Date Revised:</b> 11/11/2022
<b>Division:</b>	<b>Salary:</b> \$74,194.00 - \$103,516.00
<b>Grade:</b> 32	<b>FLSA:</b> Exempt

**Summary of Duties:** The Geographic Information System (GIS) Administrator creates data and maintains GIS data as well as fulfilling map and data requests; prepares GIS programs and applications; conducts geographical research and analysis; designs, develops, and implements interface with GIS and other systems; consults with users to determine GIS needs and identifies applications, data requirements and sources. Demonstrates a strong leadership presence that promotes the NTECC mission, vision, and strategic plans. This position works with considerable independence under the general supervision of the Information Technology Manager and collaborates with NTECC personnel as well as customers.

### **Essential Job Functions:**

- Develops and maintains regional GIS data, using GIS tools, CAD tools and relational databases.
- Prepares, plans, produces, maintains, and updates a variety of maps, drawings, and tables, displaying layers and attribute data from databases; uses cartographic techniques to represent spatial data.
- Conducts geographical research and analysis using various GIS analytical tools (i.e., spatial analyst, 3D analyst); analyzes results to support department decision-making.
- Develops and codes programs in VBScript, HTML/JavaScript to automate common GIS tasks and procedures.
- Creates online maps using ArcGIS.com; assists with designing and implementing GIS Open Data Portals to improve communication across departments and spur innovation.
- Analyzes, troubleshoots, and resolves GIS application problems; communicates with internal and external technical resources to resolve end user issues; provides guidance to users on methods for correcting reported problems.
- Provides technical support to staff in the use of ArcGIS products and GIS related programs to accomplish and support projects and programs.
- Supports the NTECC culture by assisting staff as needed with guidance and training.
- Supports the relationship between the NTECC and the public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and NTECC staff.
- Maintains high level of confidential and sensitive information in a discrete and professional manner.
- Maintains the integrity, professionalism, values, and goals of the NTECC by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Punctual and regular attendance at work; work the assigned schedule and comply with the timekeeping policies and procedures. Able to work in a 24/7 work environment (weekends, holidays, inclement weather) and any shift (day or night). Must be available to respond to critical issues during non-business hours.
- Performs other duties as assigned.

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. All listed qualifications, skills, knowledge, and abilities are considered essential and required.*

### **Knowledge and Skills:**

- Ability to collaborate and work with a diverse team and within the policies, guidelines, and the NTECC culture, including the core values of trust, professionalism, accurate and timely, teamwork, and our people.

- Ability to address multiple demands simultaneously; prioritize work and respond to difficult situations under stress of time or circumstances; remain professional and operate effectively in high stress situations.
- Advanced technical proficiency in the following: ArcGIS Desktop and various extensions like 3D Analyst, Network Analyst and Spatial Analyst.
- Knowledge of computer hardware, software, and peripherals.
- Safety hazards and appropriate precautions applicable to work assignments.
- Principles, practices, and methods related to the design and implementation of networks, systems, programming, and troubleshooting techniques.

**Minimum Qualifications and Conditions of Employment:**

- Education: Bachelor's Degree in Geography, Computer Information Systems, Database Administration, or related field.
- Experience: Two (2) years ESRI ArcGIS v 10.0 or newer, HTML, SQL, and Microsoft Office Products.
- Must be at least 18 years of age.
- Must pass all applicable pre-employment screenings to include a drug screen and background investigation.
- Communicate clearly and concisely, relay details accurately both verbally and in writing.
- Must read, write, and speak English.
- A valid Texas Driver's License may be required or be able to obtain one within 90 days of employment.
- Must be able to pass FBI criminal background fingerprint check and comply with state and federal requirements for criminal justice information security standards.

*Any work-related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.*

**License and Certification:**

- Certifications include: Level 4 CJIS
- Position requires successful completion of all required certifications within 30 days.

**Physical Demands and Working Environment:**

Work performed is primarily an office classification in a call center/dispatch environment, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone and radio. Positions in this classification occasionally (daily, weekly, or monthly) bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and minimal direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation. Work is performed in a fast paced, high volume call center environment; incumbents must remain alert and responsive while coordinating stressful situations in a fluid and dynamic work environment.

**The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.**

**NTECC is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation, veteran status, genetic information, or any protected class in accordance with the law. NTECC provides reasonable accommodation for its employees and the public with disabilities, including veterans. For more information, please contact NTECC Administrative Services.**