



City of Tempe

ENTERPRISE GIS ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	521	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$72,859
<i>Supervision Level:</i>	Non-Supervisory	<i>Salary / Hourly Maximum:</i>	\$98,360
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Database Administrator
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Enterprise GIS Manager or other senior management.
 Provides technical direction to staff and other professionals.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of experience in the uses and operations of geographic information systems, including experience performing complex GIS application development and database projects and complex analytical assignments to meet broad scale business, information, and decision-support requirements.
<i>Education:</i>	Requires a Bachelor's Degree in Geographic Information Systems, Geographic Information Science (GISc), Geography, Computer Science (with significant coursework in GISc, development of spatial applications, spatial analysis, and spatial database management), or degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of duties supporting the City's Enterprise Geographic Information System (EGIS) and application development; provide management of the spatial database and programming related activities related to the City

enterprise GIS; and assist departments in gathering, analyzing, and displaying geospatial data for decision support and planning.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, implement, and maintain GIS applications to support City workflows and as solutions to identified problems, including programming and customizations.
- Oversee the activities of GIS analysts, technicians, and interns including the prioritization of work assignments.
- Identify, analyze, and define changes that will maximize efficiencies for better services for users relating to GIS applications, systems and sub-systems; develop and implement plans to achieve these changes.
- Assess and understand user needs related to enterprise and departmental GIS; provide support to others in the City in the development and application of GIS technologies.
- Participate in all phases of the system development lifecycle including requirements analysis, design, development, testing, and deployment.
- Serve as the project lead for large-scale, enterprise GIS projects, coordinate GIS services and activities across City departments and outside jurisdictions.
- Develop and document standards for geographic data and application framework including metadata standards.
- Manage and maintain the enterprise spatial database including permissions, adherence to the City GIS data standards and workflows.
- Manage and maintain GIS hardware and software, including developing and/or modifying integration with existing software systems or identifying potential conflicts and possible solutions.
- Design, develop, and support web-based GIS applications.
- Oversee RFPs and contracts related to GIS software and hardware purchases.
- Write technical reports detailing activities of GIS services or the results of spatial analysis and maintain documentation of projects and workflows.
- Consult with the Enterprise GIS Manager in decision-making processes.
- Work with the Enterprise GIS Manager to support the vision and goals of the City Enterprise GIS and GIS services.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time .

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective June 2014

Revised March 2015 (min qualifications)