

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: GIS/Mapping Administrator

DEPARTMENT: Engineering	ACCOUNTABLE TO: Engineering Manager	FLSA STATUS: Exempt
SALARY RANGE:	33	
<p>CLASS SUMMARY: Incumbent is responsible for developing and implementing Padre Dam's Computerized Base and Utility mapping system, the Geographical Information System (GIS) and the Computer Aided Drafting (CAD) system and for leading staff. Duties include: designing, creating and implementing Padre Dam's automated mapping, the relational database system, the GIS, the CAD system, the engineering office automation system and the local area network; training and supporting staff in related software applications; developing, justifying and preparing the engineering automation budget; researching, designing and implementing hardware and software upgrades and replacements; providing hardware and software maintenance for all work stations, operating systems and peripheral equipment; converting data to and from various digital formats; integrating AS400 tables with GIS databases; programming GIS and web applications; performing system wide backups and restoring lost data; coordinating needs with other management information staff for current impacts and future planning; and, leading support staff.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The GIS/Mapping Administrator is the second level of a two level GIS/mapping series. The GIS/Mapping Administrator is distinguished from the GIS/Mapping Specialist in that the Administrator has full supervisory authority.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Leads staff to include: assigning and monitoring work and evaluating staff.
2.	Designs, creates and implements Padre Dam's GIS, the automated mapping system and related systems such as the relational database system, the CAD system, the engineering office automation system, engineering intranet site, and the local area network. Duties include: providing hardware and software maintenance for all work stations, operating systems and peripheral equipment; converting data to and from various digital formats; performing system wide backups; and restoring lost data.
3.	Researches, designs and implements hardware and software upgrades and replacements.
4.	Trains and supports staff in a variety of software applications.
5.	Coordinates needs with other management information staff for current impacts and future planning. Develops, justifies and prepares the engineering automation budget.
6.	Creates relational databases (tables, forms and reports), particularly in Microsoft Access and/or SQL Server. Integrates AS400 tables (DB2) with relationship database.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Creates and maintains Internet and Intranet web sites, including GIS/Mapping (ArcObjects, JAVA), active server pages (.ASP and .NET) and Visual Basic (VB and VBA).
8.	Creates, updates and generates maps utilizing a GIS (ESRI)/CAD (Microstation) system.
9.	Performs other duties of a similar nature or level.

Knowledge (position requirements at entry):

- Supervisory theories and principles;
- Automated Cartography and digital image processing;
- Geographic Information Systems using ESRI software (ArcView, ArcEditor, ArcInfo, ArcIMS);
- Relational databases (GeoDatabases, Access, SQL, DB2);
- Administration level of computer operating systems such as Windows 2000, XP and 2003 Server;
- Administration level of networking;
- Computer hardware and peripherals;
- Surveying principles;
- Computer Aided Drafting;
- Computer/GIS/Web programming (Avenue, ArcObjects, Visual Basic, .ASP, .NET).

Skills (position requirements at entry):

- Monitoring and evaluating staff;
- Researching, selecting and purchasing hardware and software;
- Determining methods for data collection and conversion;
- Developing and maintaining GIS and utility mapping systems;
- Preparing training manuals;
- Troubleshooting hardware and software problems;
- Preparing charts, graphs and displays;
- Collecting field data;
- Using computers and related software applications such as GIS and utility mapping programs;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Geographic Information Systems and four years experience in automated mapping and GIS systems to include one year of supervisory or lead experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License.

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Physical Requirements:

Positions in this class typically require: sitting, mobility, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to odors and dusts.

Light Work: Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Date: 4/98; 1/02; 1/05