

POSITION DESCRIPTION**IE-20****Town of Needham****GIS Administrator****12/2016**

Under the general direction of the MIS Director, the incumbent's primary duty will be to manage all functions of the Town of Needham's geographic information system including system administration and maintenance as well as technical support to all department users to maximize the utility and benefits of the system. Secondary duties shall be to assist departmental users in the definition, development and use of the Town's electronic permitting solution.

Duties:

Direct the development of the Town's geographic information systems; oversee the daily operation of the Town's geographic information systems, including the maintenance and administration of all GIS hardware and software applications and quality control of all GIS data bases that are used by the Town.

Develop, and modify as conditions change, plans for ongoing GIS hardware/software applications maintenance, improvement, expansion and enhancement. Keep abreast of developing technology in geographic information systems through membership in professional organizations, review of current technical literature, meetings with vendors, and continuing education.

Provide technical assistance to all town departments in order to facilitate the implementation of departmental GIS initiatives; review and evaluate departmental GIS proposals, respond to all GIS requests, provide training to all GIS users as needed; make recommendations for modifications of departmental GIS proposals to enhance efficiency of proposals and to broaden their applicability to other users, create maps either regulated by the Town Charter, or for use by departments, boards, committees, or commissions; work with the Engineering Division to ensure a smooth transition between GIS and CAD; administer licensing for GIS, CAD and permitting applications.

Train Town staff in the use of GPS and prepare GPS files for integration with the GIS; responsible for upkeep of GIS, GPS unit as well as coordinating upkeep of Engineering Division GPS unit and base station; responsible for maintaining and upkeep of full size plotters.

Provide database design and management to Town departments and others as assigned. Perform other related duties as assigned.

Basic Knowledge:

Position requires proficiency in ESRI applications including ArcGIS 9.x, ArcIMS, ArcServer, and ArcObjects including supporting programming languages e.g. VBA, VBScript; a working knowledge of GPS hardware, Autodesk's suite of products including AutoCAD 2006 and AutoCAD Map 3D 2006, and Microsoft Office 2003; familiarity with image processing, OLE compliant tools, SQL data base software; and Windows 2000 Operating System. Position requires knowledge equivalent to a Bachelor's Degree in computer science, geography, land management, planning or a related field.

Experience:

Requires 3 to 5 years of experience in a geographic information systems environment involving user needs analysis, project design, data base development, and application development. Two (2) years must involve direct GIS project management.

Independent Action:

Under general supervision of the MIS Director, incumbent functions independently within the broad scope of department policies and practices, frequently making and implementing decisions about program changes, referring specific problems to the MIS Director.

Supervisory Responsibility:

None.

Physical and Environmental Standards:

- Light lifting and carrying of work materials, including files, microcomputers and peripheral equipment.
- Some travel by private car within Town and to neighboring towns.
- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist customers.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Subject to regular interruptions to handle emergency situations.