

**FARMINGTON CITY**  
**Job Description**

<b>Title:</b> GIS Specialist II	<b>Code:</b>
<b>Department:</b> Community Development	
<b>Grade:</b> 12	<b>Effective Date:</b> 2/16/2005

GENERAL PURPOSE

Performs a variety of **working level technical duties** associated with the development or creation of digitized maps and database through a geographic information system (GIS). Computer hardware and software specialist.

SUPERVISION RECEIVED

Works under the close to general direction of the Community Development Director and City Manager. Receives functional supervision from Finance Director in matters related to computer hardware and software issues.

ESSENTIAL FUNCTIONS

Researches, receives and gathers information on various systems, services and infrastructure that the city has; receives input on what databases and maps are needed throughout the different departments of the City; establishes and builds databases in GIS computer program system, and maintains database as additions and updates are required; prepares documentation for GIS functions; digitizes existing and new information gathered to produce databases and maps; performs GIS dealing with services and systems including water, sewer, storm drains, streets, etc.; maps and plots locations of various parts of these systems such as lines, valves, manholes, lift stations, signs, etc. as installed.

Produces maps, surveys, graphics and data base reports from the GIS system and related software; operates computer, plotter, GPS and other hardware to perform the GIS functions.

Conducts, performs and researches miscellaneous planning project assignments or from any other departments of the City.

Provides additional staff support to the Community Development Director, City Manager, Mayor and City Councils, and other City boards, commissions and committees upon request; providing GIS information to these individuals.

Provides computer hardware and software support to all City Departments; solving and

fixing computer, printer, equipment problems and software related issues and problems.

Provide training for employees on software and system enhancements; to better utilize the capabilities of the computer and systems that the City has installed.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a standard senior high school plus four (4) years of technical or college training in civil engineering, drafting, GIS computer science, directly related to the above functions provided through professional workshops, in-service courses, or college courses,

AND

B. One (1) years of responsible experience performing in a field directly related to the above functions with a strong emphasis on GIS system.

OR

C. An equivalent combinations of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge of** GIS software systems including ARC GIS suite of products; other computer software such as word processing, spreadsheet, and multi media; operate, support, manage and repair computer hardware, equipment and GPS hardware and theory; planning and organizing various projects at once; understanding the full scope of how GIS and all computer systems can benefit the functions of the City.

**Ability to** exercise initiative, substantial independent judgment and substantial ability to act resourcefully under varying conditions; edit, correct and improve the databases, maps and documents; communicate effectively, verbally and in writing, ability to establish and maintain effective working relationships with supervisors, fellow employees, elected officials and personnel from other agencies and the public; maintain emotional control in confrontation and stressful situations involving the complaining public; maintain strict confidentiality related to sensitive administrative information;

3. Special Qualifications:

Must possess a valid Utah driver's license.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.

### HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.