

Job Responsibilities (cont.)

Responsible for collecting and organizing data from a wide variety of sources.

Assists in data collection in the field utilizing ArcGIS field apps to support utility and other data collection activities for the city.

Accurately reads and interprets a wide variety of geographic, property, as-built, mapping, and other forms of information.

Assists in the collection and mapping of land use, environmental and other types of data for comprehensive plans and amendments.

Assists with the education, training, technical support, and direction for City personnel in the use of the GIS.

Assists in administration of CityWorks Asset Management System (AMS) and PLL and supports all city CityWorks users.

Performs other duties as assigned.

Education, Training and Experience

Associate degree from an accredited college or university in Geography, Surveying and Mapping, Computer Science, or related field and a minimum of two (2) years' experience in editing GIS data and preparing maps.

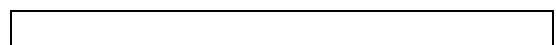
A combination of professional certification, education, training, or experience may be substituted for the minimum qualifications of the college degree.

Knowledge of principles, techniques, and terminology of Geographic Information Systems, including geography, geodetic control, cartography, relational databases, and Global Positioning Systems (GPS).

Working knowledge of ESRI ArcGIS Pro Desktop, ArcGIS Enterprise, and Portal as well as an understanding of geodatabases required. Experience building custom web mapping applications. Experienced usage of Microsoft Office including Excel, Word, and Access required. Must be able to deal courteously, effectively, and promptly with the public and City staff while managing multiple tasks and working under pressure to meet deadlines.

Driver's License requirement: Valid Florida driver's license classification E.

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Physical Demands

The physical demands representative of those that must be met to successfully perform the essential functions of this job. The employee is regularly required to communicate and exchange information with others. Although the position is clerical and semi-sedentary in nature it does require the employee to frequently stand; move; frequently operate computer including keyboard and mouse; and work outside in various conditions. Must be able to detect various colors including red and green.

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