

GEOGRAPHIC INFORMATION SYSTEM TECHNICAL ADMINISTRATOR 1**Nature of Work**

Under direct supervision, performs entry level technical work in operating and managing GIS hardware and software resources. Work involves design, operation, and management of GIS hardware and software resources within the context of programs and policy directives. Work includes coordination of GIS hardware and software activities; assistance in managing GIS hardware, software, and service vendor contracts; participation in planning and organizing system development activities; and other GIS hardware and software-related activities. May exercise supervision over a staff of subordinate GIS staff positions. Performs related work as required.

Distinguishing Characteristics

This is entry level work where the incumbent is given less complex assignments and the work is reviewed regularly. However, as skills are demonstrated, the incumbent advances to less routine assignments and performing independently.

Examples of Work

Manages hardware and software resources of GIS; confers and coordinates with GIS Manager, user organizations, and GIS personnel to determine user needs.

Oversees all GIS hardware and software operations.

Assists in coordinating contracts with GIS hardware, software, and related service vendors.

Oversees installation, testing, and acceptance of hardware and software.

Responsible for adherence to applicable standards for computer hardware, software, and communication networks.

Coordinates maintenance and service contracts with hardware and software vendors.

Develops procedures for system backup and overseeing backup operations.

Monitors performance and conducts system performance evaluations.

Oversees and optimizes data communications and monitors network transaction flow.

Responds to user questions and resolves system operation problems.

Evaluates requirements for system upgrades and contributes to the selection and procurement of hardware, software, and related services.

Performs and assists in application design and development.

GEOGRAPHIC INFORMATION SYSTEM TECHNICAL ADMINISTRATOR 1 (CONT'D)**Examples of Work (cont'd)**

May supervise GIS staff associated with implementation, operation, and enhancement of GIS hardware and software.

Knowledge, Skills and Abilities

Knowledge of automated mapping and spatial information processing methods and techniques.

Knowledge of the capabilities of automated mapping and geographic information processing systems.

Knowledge of cartographic principles, automated mapping, GIS database design and structure.

Knowledge of GIS hardware and software components, data communication, and network methods and techniques.

Ability to coordinate with GIS staff and users on system hardware and software needs and issues.

Ability to translate technical concepts and terminology in terms understandable to management, department officials, and system users.

Ability to establish and maintain effective relationships with user departments, administrative officials, and employees.

Ability to communicate effectively, orally and in writing.

Minimum Qualifications

Training: Bachelor's degree, including six semester hours in computer science or GIS from an accredited college or university. Preference may be given to those with degrees in geography, natural or earth sciences, cartography, geology, forestry, planning, environmental sciences, engineering, engineering technology, mathematics or a related field.

Experience: Three years of full-time or equivalent part-time paid experience in geographic information systems activities.

Substitution: Master's degree **or a doctorate** from an accredited college or university in any of the above fields may be substituted for two years of the required experience.

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