

GEOGRAPHIC INFORMATION SYSTEM DATABASE ADMINISTRATOR 2**Nature of Work**

Under general supervision, performs full-performance level administrative and technical work in managing, supervising, and assisting in Geographic Information Systems (GIS) database creation and maintenance activities. Work involves design, development, and management of GIS data resources within the context of programs and policy directives. Under supervision of a GIS manager, work includes coordination of GIS database activities, assistance in managing GIS data conversion contracts, establishment and enforcement of database standards, participation in planning and organizing system development activities, and other GIS database related activities. Supervision is exercised over a staff of subordinate GIS staff positions. Work is performed independently within established policies, procedures, and guidelines and is reviewed through reports, conferences, and system performance. Performs related work as required.

Distinguishing Characteristics

This is full-performance level work where the incumbent is given more complex assignments. At this level, the incumbent supervises a staff of subordinate GIS staff positions.

Examples of Work

- Manages database resources of the GIS; confers and coordinates with the GIS Manager, user organizations, and GIS personnel to determine user needs.
- Oversees all GIS operations; supervises directly or through GIS staff all activity associated with implementation, operation, and enhancement of the GIS.
- Assists in coordinating contracts with GIS data conversion and related service vendors.
- Responsible for development and enforcement of data standards impacting coding schemes, database designs, and data update procedures.
- Oversees data quality control procedures and loading of data to the system; coordinates activities in data transfer and translation.
- Establishes and enforces procedures for data access security and access rights.
- Produces or reviews preliminary and detailed designs for new or modified database elements.

GEOGRAPHIC INFORMATION SYSTEM DATABASE ADMINISTRATOR 2 (CONT'D)**Examples of Work (cont'd)**

Performs or assists in investigating and recommending sources and approaches for automating GIS database elements.
Provides documentation and training for system users.

Knowledge, Skills and Abilities

Knowledge of automated 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 concepts, and database structure.

Knowledge of data conversion, translation, and transfer methods and techniques.

Ability to coordinate with GIS staff and users to develop standards for system access, security and data integrity.

Ability to work with and oversee efforts of private database development contractors.

Ability to translate technical concepts and terminology in terms of 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 a degree in computer science, geology, geography, natural or earth sciences, forestry, planning, engineering, engineering technology, mathematics, or related field.

Experience: Four years of full-time or equivalent part-time paid experience in geographic information systems design, implementation and management, including experience in database management.

Substitution: Master's degree or 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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