Board of Public Utilities
City of Cheyenne, Wyoming

GIS SPECIALIST

Division: Engineering & Water Resources Class Code: 2626
Revised Date: February 2020 FLSA Status: Non-Exempt

GENERAL PURPOSE: Under general supervision, performs a variety of professional and technical duties in GIS data maintenance, QA/QC, application maintenance, application security, and analysis. The GIS Specialist will have a dynamic role maintaining large complex GIS enterprise databases, configuring mobile and web mapping applications, and provide support in operations and maintenance, asset management, and capital improvement planning.

DISTINGUISHING CHARACTERISTICS:
The GIS Specialist is a journey classification. Under general direction from GIS Supervisor and Senior GIS employees to maintain and support leading edge technologies. Ensures compliance with policies and procedures supporting solutions for the organization’s divisions, which includes web and mobile applications, cloud computing, database maintenance and security, cartography, application, map, and service configuration, asset management, and GIS analysis.

PRIMARY DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Keeps the mission, vision and values of the Board of Public Utilities at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintaining high levels of work and productivity, and generating innovative solutions to work situations.
- Digitize, verify, correct, and update GIS data, including as-built entry and verification.
- Produce special purpose maps, applications, and models; determine and execute the appropriate sequence of operations using GIS software and programming to process, analyze and maintain spatial data.
- Configure and maintain ArcGIS Online / ArcGIS Portal maps, Web App Builder Applications, ESRI mobile applications
- Provide user support; communicate users’ needs to GIS Supervisor; resolve GIS software and application problems; and inform users of changes and potential problems.
- Assist with training of staff and users; identify training needs; conduct training and provide technical assistance; respond to users' inquiries concerning GIS systems, software, and applications.
- Stay abreast of GIS technological trends.

MINIMUM QUALIFICATIONS:

Education and Experience:
Bachelor’s Degree in Geography with GIS emphasis, Engineering, Computer Science, or a closely related field; AND A minimum three to five years of hands-on experience with an enterprise GIS system; OR an equivalent combination of education and experience.

Required Licenses and Skills:
• Driver’s license valid in Wyoming with good driving record.
• Python 2.7+
• ArcGIS Online and/or Portal for ArcGIS
• ArcGIS Desktop
• ArcGIS Pro
• ArcGIS Enterprise
• PostgreSQL, SQL Server, and/or Oracle

Thorough Knowledge of:
• Principles of mapping, global positioning systems and usage of aerial photography and satellite imaging.
• Theory, principles and practices of geographic information systems, including computerized data compilation techniques, ESRI database management systems, ESRI software and extensions, geoprocessing, geospatial analysis techniques and procedures, cartographic skills using ESRI software, graphics applications and overlays, and the development and implementation of spatial models for database and geospatial analysis.
• Administration and maintenance principles of ArcGIS Enterprise REST endpoint services, ArcGIS Online and/or ArcGIS Portal, and system configurations needed to maintain stability, security, and performance.
• Data source integrity and metadata standards.
• Versioned database access and security protocols, and software troubleshooting techniques.
• Intermediate Python 2.7+ and SQL programming knowledge.
• Principles and practices of technology management.
• Field data collection methods and technologies.

Highly Skilled in:
• Analyzing GIS problems, evaluating alternatives, and recommending procedures for resolution of issues.
• Using GIS - ESRI software suite programs and application programming languages.
• Analyzing, identifying and implementing solutions to technical problems.
• Reading, understanding, maintaining, manipulating, and analyzing geographic information in a variety of data formats and projections.
• Understanding and working with data from multiple public and private sources.
• Compiling, organizing, analyzing, and presenting technical information in reports.
• Operating a personal computer utilizing specialized GIS software and file management procedures.
• Using initiative and independent judgment within established procedural guidelines.
• Prioritizing multiple tasks, projects and demands.
• Establishing and maintaining cooperative working relationships with co-workers and outside agencies.
• Effective verbal and written communications.

Working Conditions:
Work Environment: Work is performed 80% of the time in a standard office environment and 20% outdoors with exposure to all weather conditions (hot, cold, wet, humid and windy); occasional exposure to fumes, odors, dusts and mists.

Physical Demands: Light physical work requiring ability to stand 30%, walk 30% and sit 40% of work time; ability to lift, carry, push and pull objects weighing up to 25 pounds; specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and ability to adjust focus; constantly required to use hands and fingers to handle objects and paperwork and to operate a computer and related equipment; hearing and speech needed to maintain communication with other employees; occasionally required to climb, balance, stoop, kneel, crouch and crawl; position requires working at a computer for long periods of time.