

Barren River Area Development District (BRADD)
Position Description

Class Title: GIS Specialist

Department: Planning & Development

Supervisor: CED Director / GIS Manager

Supervises: None

Exempt Status: Exempt

Class Characteristics: Under general direction, this position serves to support efforts relating to maintaining the organization's geographic information system (GIS) and global positioning system (GPS) equipment; maintains computerized regional databases using GIS; edits and provides regional and local maps; performs related duties as required.

Essential Duties and Responsibilities:

1. Technical Assistance:

- a. Provides technical assistance to all local entities, including cities, counties, utility boards, industry, businesses, and individuals concerning GIS and GPS information/utilization.
- b. Provides technical support for several GIS projects using ESRI's ArcGIS Suite including ArcGIS Online, ArcGIS Pro, Esri Field Maps, as well as other related GIS Software.
- c. Assists in analyzing geospatial data and preparing maps and reports.
- d. Provides computer graphics, software services, and support for making maps, flyers, brochures, invitations, and other documents produced in-house.

2. Project Development & Administration:

- a. Initiates, guides, and advances with community development and community enhancement initiatives/projects that further develop the region's quality of life goals for sustainable growth.
- b. Responsible for project documentation and quality control as well as digital data archives for GIS projects.
- c. Participates in field data acquisition and development.
- d. Oversees implementation of local GIS contracts as assigned (could include centerline work; e911 contracts, water/wastewater mapping, road enhancement projects, etc.).

3. Public Relations:

- a. Maintains regular contact with local government officials and administrative agencies.
- b. Conducts periodic public meetings required to comply with project requirements, to provide general public education on issues, and/or to explain public policy in controversial situations.
- c. Attends and presents information to Fiscal Court, City Council, statewide planning meetings, and other pertinent meetings as requested.
- d. Provides information and technical assistance to developers & stakeholders.

4. Training & Development:

- a. Attends and participates in seminars, conferences, and workshops to remain current on GIS, GPS, computing technologies, and community and economic development trends.
- b. Helps coordinate and support the work of department interns engaged in GIS and data-driven planning projects.

5. Research:

- a. Employ and document spatial analysis techniques for the exploration of relationships between map features/datasets.
- b. Research and document processes associated with new GIS project development.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in GIS, Engineering, City and Regional Planning Geography, Public Administration, Business Administration, Planning, or a related field. Previous experience with GIS is requested but not required. If required by agency, the employee will be licensed or certified.

Special Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of ESRI's ArcGIS Platform and associated tools.
- Knowledge of database manipulation as it relates to GIS.
- Knowledge related to large-format printing.
- Knowledge of basic cartographic skills.
- Familiarity with GPS Equipment and related software.
- Knowledge of local government operations, organization, functions, and problems.

Skills:

- Strong verbal and written communication skills including presentation development and technical communication.
- Proficiency in the use of computers and other office equipment.
- Problem solving, reasoning, and organizational skills.
- Positive customer service attitude in all aspects of work.
- Must have a high level of interpersonal skills to handle sensitive and confidential information. Position continually requires demonstrated poise, tact and diplomacy.

Abilities:

- Ability to quickly learn new software and explain its use to others.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle, prioritize, and organize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
- Must have strong attendance and punctuality traits.
- Must have strong organizational abilities and decision-making skills.
- Must be a self-starter with the ability to initiate, organize, and manage programs; assess the effectiveness of outcomes and refine methods of service delivery as needed.
- Ability to systematically compile and interpret technical and statistical data.
- Must produce work that requires accuracy with few errors.
- Ability to establish and maintain effective working relationships with public officials, employees, and the public with tact and diplomacy.

ADDITIONAL REQUIREMENTS

1. Very general instructions; must use own judgement most of the time.
2. This position requires travel and off site work; valid driver's license and insurance required. Irregular hours may be required of this position.
3. Must be able to occasionally attend evening and weekend meetings and trainings.

ADDITIONAL INFORMATION

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work may be reviewed through oral and written reports, or through spot checks by the supervisor of completed tasks.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgements: Problem solving and judgement is required when working with project planning; data development and analysis; preparing reports; attending and organizing meetings; and preparing goals, objectives, and strategies.

Tools, Equipment, and Vehicles Used: Basic office equipment, GIS equipment, may be required to use personal vehicle if agency vehicle is already in-use/reserved. Use of agency vehicle should be prioritized above use of personal vehicle.

Physical Demands: Work is typically performed indoors at a desk or table; must lift objects weighing in excess of 25 pounds; work is occasionally performed outdoors must operate a vehicle as a requirement of the job. Some exposure to fumes, chemicals, or toxic substance.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Overtime Provision: Non-Exempt.

BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

**The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*