



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	GIS Database Administrator	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Information Technology	<b>REVISED:</b>	

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**Summary:** Under general supervision, plans and manages the development of the Laramie County Geographic Information System (GIS) program; coordinates development with County agencies, and assures the program achieves strategic and tactical goals.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates the continuous development, operation and maintenance of the GIS, including components of the system database, system hardware and software, and system design.
- Reviews and oversees quality control procedures to assure integrity of GIS database and accurate consolidation of data sets; maintains data library, and coordinates data sharing strategies.
- Develops, maintains, and monitors GIS data and applications; troubleshoots and resolves software and hardware problems.
- Manages, updates and maintains database; assesses database capacity and utilization trends and recommends hardware and software improvements as needed.
- Analyzes component layers and structure of spatial GIS data, and implements plans to acquire, exchange, share and integrate digital data.
- Performs quality control procedures to assure integrity of GIS database, compliance to County standards, and accurate consolidation of data sets.
- Resolves database integration issues including migration between databases, conversion, capacity planning issues, and new applications.
- Develops and maintains GIS data; creates map production applications and generates special maps as requested.
- Oversees special GIS projects; provides leadership, direction and guidance in GIS technical strategies and procedures; assures effective communication of strategies and issues.
- Interprets user concerns, defines desired results, develops solutions, and prioritizes and coordinates new GIS development; develops solutions to address coordination and integration of technologies.
- Participates on various GIS technical and advisory teams; provides advice and information on GIS data management and acquisition issues; coordinates data collection between departments.
- Identifies training needs, and develops training plans for staff and clients.
- Compiles and analyzes a variety of plans, reports and user statistics.
- Performs other duties as assigned or required.



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### **Knowledge and Skills:**

- Knowledge of County organization, goals, objectives, policies, procedures.
  - Knowledge of principles and practices of geographic information systems, including computerized data compilation and conversion techniques, file management, and graphics applications and overlays.
  - Knowledge of relational database administration principles and techniques.
  - Knowledge of networked systems access and security guidelines and procedures.
  - Knowledge of database backup and recovery procedures and techniques.
  - Knowledge of the principles of surveying, mapping, global positioning systems and usage of aerial photography and satellite imaging.
  - Knowledge of principles and practices of technology management and systems integration in a government environment.
  - Knowledge of GIS application software, computer languages, cartographic technologies and protocols.
  - Knowledge of principles and techniques of GIS system development, application software, structured query language, spatial and tabular databases.
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- Skill in reading, understanding, developing, manipulating, and analyzing geographic information in a variety of data formats, including raster and vector data.
  - Skill in developing and manipulating large, complex data sets.
  - Skill in installing, maintaining, modifying, and upgrading GIS and database software.
  - Skill in troubleshooting procedures, and solving technical problems involving integrated operating systems and hardware platforms.
  - Skill in analyzing needs of County departments and prioritizing GIS systems to meet their needs.
  - Skill in understanding and working with data from multiple public and private sources.
  - Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
  - Skill in operating a personal computer utilizing a variety of technical software applications.
  - Skill in effectively communicating verbally and in writing.

### **Minimum Qualifications:**

Bachelor's Degree in Geography, Computer Science, or related field; and four (4) year's experience in developing and managing a spatial database in a GIS program; OR equivalent combination of education, training and experience; AND successful completion of a criminal history and background check.