

TOWN OF SUDBURY
GIS & Database Coordinator/Systems Administrator

Definition

Under the general direction of the Technology Administrator the GIS & Database Coordinator/Systems Administrator is responsible for the oversight and maintenance of the Town Geographic Information System (GIS). The position will also be responsible for assisting the Technology Administrator in providing system support of municipal project, programs and other related work as required.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The GIS & Database Coordinator-Systems Administrator:

- Reports to the Technology Administrator
- Is responsible for overseeing and maintaining the integrity of the Town's GIS program, including computer programming, staff training, system administration, ongoing evaluation of program needs, monitoring GIS and associated network performance, and providing the Technology Administrator with recommendations for necessary program software and hardware updates.
- Provides technical GIS support to all staff for all levels of user skill.
- Develops training materials, provides GIS training sessions on the use of ArcView GIS and all Internet-based systems.
- Collects, catalogues and updates Town infrastructure mapping using GPS.
- Assists in the preparation of the operating budget for all GIS related operations and expenses; performs long range planning working with the Department Heads and the Technology Administrator.
- Recommends schedule of fees to offset operating and maintenance costs associated with all GIS systems.
- Maintains electronic databases and spreadsheets associated with GIS and computer applications.

- Researches, recommends, implements and/or coordinates database integration between GIS, database systems, web forms, and other systems throughout town departments.
- Communicates with and responds to routine inquiries, requests and complaints from residents, contractors, and other Town departments on town databases and GIS software; provides assistance to other divisions and Town departments as needed; prepares routine records and reports; makes recommendations regarding future repair and maintenance projects and the means and methods of improving services to taxpayers.
- Undertakes projects assigned by the Technology Manager; performs similar or related work as required, or as situation dictates.
- Reviews each department's use of available GIS and database tools to ensure a high return of the Town's investment. Communicates regularly with department heads and staff regarding their daily, weekly, and monthly needs for GIS and develops the necessary software applications and procedures to meet all such needs.

Supervision

Works under the direction of the Technology Manager, in accordance with state statutes and local bylaws and regulations. Functions independently, referring problems to the Technology Manager as needed and reports projects and project status regularly.

Must exercise considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures. Such situations require consultation and coordination with the appropriate department heads and managers.

Supervisory Responsibilities

Part-Time Staffing. Oversees and assign the part-time staff projects depending on the GIS and towns database needs.

Work Environment

Most work is performed under typical office conditions; other work is performed under varying field conditions with occasional/rare exposure to the hazards associated with weather.

The employee operates a motor vehicle.

Performance of duties requires ongoing contact with all town departments and outside contractors. Occasional contact the general public, requiring perceptiveness and discretion is also required. Contact is by telephone, in person and in writing.

Errors could result in delay or loss of service and possible legal repercussions.

Recommended Minimum Qualifications:

Education and Experience

Bachelor' Degree in GIS, computer science, geography, cartography, planning, or a related field, and three to five years of technical expertise in GIS Management and database implementation; or an equivalent combination of education and related experience.

Additional Requirements

Valid Massachusetts motor vehicle license

Knowledge, Ability and Skill

Proficient hands-on knowledge of GIS and integrated systems. Ability to update and maintain systems and short- and long-range plan in order to retain the integrity of the Town's GIS program. Ability to assist the GIS user community to best utilize the program to suit their varying needs. Must have excellent customer service and public relations skills

Ability to establish and maintain effective working relationships with employees, town officials, contractors and the general public. Ability to communicate effectively, both orally and in writing. Ability to work effectively under time constraints to meet deadlines.

Analytical and computer skills.

Physical Requirements

Frequent moderate effort is required for such tasks as moving computer equipment and related office equipment; occasionally required to lift equipment and supplies weighing up to 30 pounds. The employee is required to use hands to operate equipment and controls, and reach with hands and arms. Vision requirements include the ability to read routine and complex documents and use computers. Ability to operate a motor vehicle and work at various town buildings.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.