CITY OF FONTANA
(IT) GEOGRAPHIC INFORMATION SYSTEMS (GIS) ADMINISTRATOR

DEFINITION: Under direction of the Information Services Division Manager, the GIS Coordinator positions, plans and directs the overall GIS activities for the City; serves as primary City authority and champion for all policies and procedures related to Geographic Information Systems operations and services, as well as all support technology.

ORGANIZATION: Reports to Information Systems Director in the Information Technology Department

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:
- Plan, organize and direct GIS efforts for the benefit of all City departments.
- Initiate and establish GIS policies, procedures and standards to be applied citywide.
- Analyze information, statistics and reports to incorporate mapping concepts into the data presentation for all departments;
- Establish and operate standard server operating systems for GIS (Windows 2000, UNIX, etc.).
- Perform routine database administration activities on any or all City databases and/or work effectively with the City's DBA;
- Facilitates the City's GIS Steering Committee
- Coordinates system and data interoperability among the layers of the City's geobase
- Designs and supports the geobase and enforces standards for layers and tabular data connected to it
- Provides leadership and vision for the City's GIS strategies
- Resolve complex technical and personnel problems involving diverse functional areas.
- Make oral and written presentations, including the presentation of technical information and ideas in non-technical terms.
- Review the progression of available GIS technology and determine which to use and how to apply them to the business needs of the City.
- Read, use and create a wide variety of maps for the entire City.
- Use GPS equipment.
- Supervise subordinate staff and coordinate consultants.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of employment
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires frequent standing and walking, sitting for extended periods; normal manual dexterity and hand/eye coordination; corrected vision

to normal range; verbal and oral communication; use of office equipment including computer, telephone, copier, calculator and facsimile; frequent contact with other staff and the public.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Design and implementation of mapping systems.
- Principles and practices of supervision.
- Land based concepts related to parcel management; addressing, coordinate geometry, geo-coding and establishing demographic attributes that are linked to geographic locations.
- Theories, principles and practices of effective GIS information gathering and sharing.
- Authority for GIS program operation and budget administration.

EXPERIENCE: Three to five years of increasingly responsible management experience in Geographic Information Systems using ESRI software, to include the design and implementation of mapping systems, GIS operations and application vendor partnerships.

EDUCATION: Requires a Bachelor's Degree from an accredited college or university with major coursework in GIS, Geography, Computer Science, Planning, Engineering or a related field.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.