

<b>Job Class Code: 1362</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide support with GIS systems development and training. The class is responsible for analyzing GIS systems and procedures, conducting staff training classes, providing system administration and support, serving requests, and developing software and web sites. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

<ul style="list-style-type: none"> <li>• Researches and analyzes GIS systems and procedures in order to determine solutions to problems and to make recommendations for improvement.</li> <li>• Assigns and supervises subordinate staff.</li> <li>• Conducts staff and user training classes.</li> <li>• Provides system administration and support with GIS functions.</li> <li>• Serves related requests such as producing maps and performing data analysis.</li> <li>• Develops software and web sites including programming.</li> <li>• Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.</li> <li>• Performs related tasks as necessary such as serving on committees.</li> <li>• Performs other related duties as assigned.</li> </ul>
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**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
<b>Mental Requirements</b>	Performs professional level work requiring the application of scientific, engineering, or legal methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems or coordinates sub-professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in geographic information systems or a closely related field.
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<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	None required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 07/23/2020