

Job Class Code: 1363	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide support and coordination with GIS systems development and training. The class is responsible for analyzing GIS systems, developing and implementing software and procedures, planning and coordinating GIS projects, overseeing related activities, and serving requests. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Researches and analyzes GIS systems and procedures in order to determine solutions to problems and to make recommendations for improvement. • Develops, implements, and maintains software and/or web sites including programming. • Plans and coordinates activities in order to carry out GIS projects. • May supervise subordinate staff including training and overseeing related operations of systems and assignments. • Produces maps, performs data analysis, and/or provides information at the request of staff and/or the public. • Assists with developing system standards and procedures and providing budgets information. • Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice and makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	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, schemes, or models.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, or legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in geographic information systems or a closely related field.

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience.
Special Certifications and Licenses	None
Special Requirements	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