

DUCKETT CREEK SANITARY DISTRICT
JOB DESCRIPTION

(Use for Hiring, Promoting, Transferring and Salary Administration)

Position Title: IS and GIS Specialist
Reports To: IS Manager

POSITION SUMMARY: Assist in configuring, monitoring and maintaining the District's computer networks and all related applications and hardware. Maintain GIS Services and applications. Work with staff on special projects outside normal activities.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

- Support the Information System Manager in day-to-day information system activities of the District.
- Maintain all GIS Services and applications. This shall include but not limited to ArcGIS Server, Client, Onsite Map services, ArcGIS online cloud applications and Services.
- Maintain all information systems in the absence of the Manager of Information Systems.
- Evaluate and make necessary recommendations concerning current and future technologies of applications and hardware for maintaining the Information Systems.
- Assist in the coordination and scheduling of activities involving implementation of new applications and hardware; including coordination of training on all general Information Systems as directed by IS Manager.
- Assist with maintenance of Local Area Network (LAN) and Wide Area Network (WAN), including all existing hardware, applications and telecommunication systems, maintaining a knowledge of a variety of computer hardware and software, including but not limited to the following: server and client operating systems, SQL databases, telecommunications, CADD, Geographic Information System/GIS, Billing, Financial and Rate applications, , building security systems, MS Office suite, Cloud Services, Web filtering, Cyber security software, SCADA systems.
- Responsible for the coordination of data collection, data input, data storage and data integrity/accuracy for use with the District Geographic Information mapping System (GIS).
- Responsible for the coordination of CAD resources.
- Responsible for the coordination or assistance in implementing special information system projects as requested by all departments in the District as directed by IS Manager.
- Assist with coordinating training of District employees on general information systems, including developing documentation as necessary.
- Assist with the maintenance of current back-up and security of all District data.
- Assist with maintenance of SCADA plant monitoring system including upgrades of hardware and software.
- Support and coordinate technical assistance for all general Information Systems.

MARGINAL JOB FUNCTIONS

- Maintains District's web site

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- Working knowledge of the tools, materials, methods, equipment and practices of personal computer network management.

- Ability to diagnose and remedy computer hardware and application problems.
- Ability to establish and maintain effective working relationships with vendors, government officials, employees and the general public.
- Ability to apply common sense, analyze data and interpret results yielding varying outcomes that have an ultimate impact on District operations.
- Ability to plan own work after supervisor set objectives.

EDUCATION, QUALIFICATIONS and EXPERIENCE REQUIRED an equivalent combination of education; training and experience will be considered.

- Associates or equivalent Technical Degree in Information Systems or GIS. Equivalent experience will be considered.
- Knowledge of computer networks (LAN, WAN, Intranet, Internet, tcp/ip, etc.)
- Experience with Microsoft Operating Systems
- Experience with Microsoft Office Suite (Word, Excel, etc.)
- Experience implementing and maintaining computer hardware.
- Experience installing and uninstalling various software.
- Experience using ESRI Geographic Information Systems (GIS) technology.

WORK ENVIRONMENT Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Requires a concentrated level of attention/concentration.
- Exposed to moderate noise levels.
- Exposed to risk of electrical shock.
- Occasionally exposed to fumes or airborne particles and outdoor weather conditions.

PHYSICAL ABILITIES that is commonly associated with the performance of the functions of this job.

- Sitting, walking, repetitive wrist, hand and/or finger movements. Occasionally requires talking, hearing, standing, reaching with hands/arms, stooping, kneeling, crouching, and crawling.
- Occasionally required to lift objects weighing up to 25 pounds.
- Requires clarity of vision when assembling computer hardware and diagnosing network problems.

SALARY RANGE: \$66,609 to \$80,109 DOQ with an additional \$1,500 after fifteen years of service.

FLSA –NON-EXEMPT