

## PROGRAM ASSISTANT

### NATURE OF WORK

This is paraprofessional work performing varied office support and field duties related to the administration of City programs.

### CLASSIFICATION STANDARDS

Positions allocated to this class reports to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of analytical duties and from lower classes by its varied and specialized programmatic responsibilities.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Depending on area assignment:

Processes program financial reports and reviews them for compliance with contracts.

Performs financial prequalifications and prepares detailed financial documentation.

Interviews and/or counsels clients.

Answers public inquiries about programs. Receives and records complaints and documents that corrective action is taken. Assists manager in responding to requests for services from the public and other agencies.

Assists in developing operating plans and preparing studies and reports.

Gathers, verifies, prepares and maintains detailed and specialized information for a variety of reports and records.

Prepares contracts and agenda items and assists in monitoring of programs.

Prepares marketing materials and presentations.

Coordinates special committee meetings and training.

Teach specialized classes.

Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Depending on area assignment:

Transcribes correspondence and reports from dictating machine.

Files correspondence and records.

Distributes office mail.

Performs routine clerical duties, including typing, filing, and answering the telephone.

Serves as clerical assistant to citizens advisory committee.

Processes purchase requests, check requests, and purchase orders. Prepares departmental payrolls.

- Maintains departmental calendar of appointments and meetings.
- Makes travel arrangements.
- Assists in preparing departmental policy and procedure manuals.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by appropriate technical courses, and four years relevant, progressively responsible experience or an equivalent combination of training and experience which provides the required knowledge, ability, and skills.

### **LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

### **NOTES**

May be required to attend meetings outside business hours.

### **SELECTION FACTORS**

Depending on area assignment:

General knowledge of overall program objectives.

Thorough knowledge of office management practices and procedures, business English, commercial arithmetic, spelling, and legal terminology.

Thorough knowledge of operations, functions, and scope of authority of City departments and offices.

Knowledge of computers and relevant software.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

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^Date

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REVISION DATE: 12/1/94; 8/20/99.

# BICYCLE/PEDESTRIAN COORDINATOR

## NATURE OF WORK

This is professional and public relations work implementing, coordinating, promoting, and monitoring activities of the City's comprehensive Bicycle / Pedestrian Program.

## CLASSIFICATION STANDARDS

Positions allocated to this class reports to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of managerial or supervisory duties and from lower classes by responsibilities involving bicycle/pedestrian program coordination and promotion for the development and use of alternative modes of transportation.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Plans, develops, implements, promotes and monitors the city's comprehensive Bicycle/Pedestrian Programs.

Visits and presents safety programs at local school systems.

Presents programs and events to the general public through radio, television and printed media sources related to bicycle and pedestrian safety.

Attends and assists various safety and advisory boards as a professional advisor and public official.

Staff liaison to Bicycle/Pedestrian Advisory Board, composes correspondence for the Board, assists in fiscal matters, and ensures compliance with the rules of order and the Florida Government in the Sunshine Law.

Interfaces and interacts with other local and area public officials concerning bicycle and pedestrian programs on behalf of the city.

Coordinates and monitors special events related to bicycle or pedestrian programs throughout the city.

Conducts bicycle and pedestrian safety education programs, workshops and seminars.

Produces and distributes a quarterly Bicycle Pedestrian newsletter.

Attends work on continuous and regular basis.

### NON-ESSENTIAL JOB FUNCTIONS

Coordinates public relations and media activities.

Assists in areas of bicycle and pedestrian studies with other transportation, public safety organizations and other departments concerned with modes of public transportation.

Assists with development and implementation of site plans as related to Bicycle/Pedestrian accessibility.

Research and recommend funding sources to support related activities.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with a degree in a related field with one year of experience in coordination and implementation of public transportation systems OR any equivalent combination of education or experience.

**LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

**NOTES**

Must be available to work flexible hours outside normal working hours to include evenings and weekends.

**SELECTION FACTORS**

Knowledge of bicycle / pedestrian safety and relevant laws and regulations.

Knowledge of principles, practices, and methodologies for creating effective safety programs and increasing public awareness.

Knowledge of training methods.

Knowledge of personal computers and relevant software.

Ability to organize information and to analyze data and problems.

Ability to communicate effectively, both orally and in writing with adults and children.

Ability to prepare and maintain accurate records and reports.

Ability to plan and organize events.

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REVISION DATE: 10/4/2000; 04/15/2005

# STOREKEEPER I

## NATURE OF WORK

This is stock room work in a small departmental stock room or assisting in operation of a central stock room or warehouse.

## CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under close supervision. Work in this class is distinguished from higher classes by its lack of inventory maintenance responsibility and from lower classes by its emphasis in receiving and storing materials.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

- Reviews and initiates purchase orders and ensures items are properly received, delivered, and receipted prior to recommending payment.
- Receives, stores, and issues tools, materials, parts, and supplies in a storeroom or warehouse. Keeps storage areas clean.
- Maintains perpetual inventory in compliance with policies and procedures.
- Makes repairs to and assembles parts, equipment, and tools as needed.
- Records vehicles used and fuel and lubricants consumed.
- Operates forklift, trucks, and other equipment to handle and store materials.
- Attends work on a continual and regular basis.

### NON-ESSENTIAL JOB FUNCTIONS

- May perform work of Storekeeper II as required for training and during absences.
- May be required to transport, mix, handle or use hazardous materials (other than cans of gasoline, batteries, pumping fuel or access to normal janitorial cleaning materials) or may be responsible for facilities or equipment carrying current, fluids or gas that could endanger the public or other employees.
- Will be required to respond under emergency conditions.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, and one year experience in stock or related work, or any equivalent combination of education and experience.

### LICENSES/CERTIFICATES

Valid Florida Driver's License required.

<sup>1</sup>A CDL instructional permit may be required at the time of appointment and a CDL License may be required within six months of date of appointment (depending on job assignment and work location).\*

*or*

<sup>2</sup>A CDL License may be required at the time of appointment (depending on job assignment and work location).\*

\* Information on whether or not a CDL license (and which class: A, B, or C) is required, will be provided by the hiring department based on the specific vehicle(s) which may be required to be driven in the particular job assignment.

**Note:** CDL-classified vehicles which are not driven on public roadways do not require a CDL license.

### NOTES

Work requires physical strength and agility.

Work may require performance of tasks outdoors under varying climatic conditions.

Rotating stand-by duty may be required.

### SELECTION FACTORS

Knowledge of storeroom and inventory methods and practices.

Knowledge of operations, functions, and terminology common to stock work.

Knowledge of computers and relevant software.

Ability to keep stock records and prepare standard storeroom reports.

Ability to perform arithmetical computations quickly and accurately.

Ability to perform minor repair work on tools and equipment.

Ability to follow policies and procedures and safety rules and regulations.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

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REVISION DATE: 09/29/95; 8/4/97.

## PROPERTY SPECIALIST (POLICE)

### NATURE OF WORK

This is technical work maintaining inventory of equipment and supplies for the Police Department and arranging for auction of abandoned or unclaimed articles.

### CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its emphasis on police property maintenance.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Maintains inventory by employee of uniforms and equipment issued.

Provides assistance to the divisions regarding purchase of equipment including quantities needed, specifications, and recommended vendors.

Maintains records of money received for wrecker and storage fees on abandoned vehicles.

Obtains court orders for sale of unclaimed vehicles.

Coordinates auction of abandoned or unclaimed vehicles, bikes, and other articles as instructed.

Compiles monthly report requesting payment of monies received for wrecker fees under contract.

Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Assists department inspector in division inspections.

Assists Property/Evidence Specialist as needed.

Testifies in court as needed.

May be required to work with, or will have access to, information or documents pertaining to criminal investigations, especially those dealing with drug-related activity.

Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, and four (4) years experience in property control, or any equivalent combination of education and experience.



**LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

**NOTES**

Typing at a speed acceptable to department needs may be required.

**SELECTION FACTORS**

Considerable knowledge of proper procedures for maintenance of an inventory of equipment, supplies, and materials.

Considerable knowledge of storeroom methods and procedures.

Knowledge of Florida Statutes, City ordinances, and departmental rules and regulations dealing with auctioning of abandoned or unclaimed vehicles and other items.

Ability to determine quality and quantity of goods in relation to prescribed specifications.

Ability to handle money.

Ability to maintain proper records and filing systems.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

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REVISION DATE: 12/1/94; 8/4/97.

# NATURE ASSISTANT

## NATURE OF WORK

This is responsible work assisting the Nature Programs Coordinator and/or Habitat Naturalist and/or Labor Crew Leader I in conducting nature activities in designated park areas.

## CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under close supervision. Work in this class is distinguished from higher classes by its lack of supervisory duties and from lower classes by its emphasis on nature programs.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Gives guided tours and presentations to school and interested groups on nature park facilities and programs.

Enforces nature park rules and regulations.

Schedules activities and types correspondence.

Takes messages for supervisor. Maintains nature park program calendar. Provides park information to interested persons by telephone or in person.

Maintains inventory of supplies for the Nature Center.

Assists in routine habitat management, including prescribed burns and plant and animal inventories.

Attends work on continuous and regular basis.

### NON-ESSENTIAL JOB FUNCTIONS

Assists in publicizing educational programs.

May supervise contract and temporary workers.

Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma, supplemented by college level courses in business, horticulture, or biology, and one year experience in public contact work in an outdoor setting.

## LICENSES/CERTIFICATES

Valid Florida Driver's License required.

American Red Cross CPR and First Aid certification may be required within six months of employment.

**NOTES**

Work may require performance of tasks outdoors under varying climatic conditions.

Typing at a speed acceptable to department needs may be required.

**SELECTION FACTORS**

Knowledge of office and business procedures.

Knowledge of environmental and ecological systems.

Knowledge of wildlife, horticulture, and related areas.

Knowledge of computers and relevant software.

Ability to work with private and public groups and agencies in environmental education.

Ability to communicate effectively, both orally and in writing.

Ability to work around domesticated and non domesticated animals.

Ability to work effectively with coworkers and the general public.

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REVISION DATE: 02/01/96; 8/20/99.

# MARKETING TECHNICIAN

## NATURE OF WORK

This is technical work developing and preparing multiple platform marketing, promotional, and informational materials for City programs and services.

## CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under limited supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes by its knowledge of desktop publishing tools and techniques and emphasis on preparation of promotional materials.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Depending on area of assignment

Writes, prepares, coordinates, produces and distributes information pieces to the public in the form of circulars, brochures, pamphlets, posters, publications, website, displays, calendars, and advertisements.

Designs and reviews production layouts.

Enters programming language into web page software.

Enters information for City programs and events into personal computer.

Designs and manipulates graphics to produce camera-ready artwork.

Arranges pages according to aesthetic standards and layout specifications.

Prints paper or film copies of completed materials.

Identifies target population and distributes prepared materials.

Serves as webmaster of department web site.

Produces and maintains master calendar of events.

Proofreads and edits departmental communications.

Maintains customer database.

Operates camera.

Operates film development equipment.

Serves as liaison for department with community organizations.

Attends work on continuous and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from two (2) year college in Graphic Arts, or high school and two (2) years experience in computerized graphics, advertising, marketing, or desktop publishing environment, or an equivalent combination of training and experience, which provide the required knowledge, ability, and skills.

**LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

**NOTES**

None.

**SELECTION FACTORS**

Considerable knowledge of computerized graphics methods and procedures.

Knowledge of computers and relevant software.

Skills in preparation of graphics, copy, and general layout work

Skill in desktop publishing.

Ability to plan, schedule, coordinate work to meet specified deadlines.

Ability to prepare data in graphic, pictorial, tabular, and written form.

Ability to work effectively with vendors, co-workers, and the general public.

Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 09/26/90; 11/19/2002.

# POWER SYSTEMS CONTROL SPECIALIST, SR.

## NATURE OF WORK

Advanced technical and supervisory work in Power Systems control activities.

## CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its supervisory responsibility and advanced technical skill.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Supervises installation, testing, repair, maintenance, and calibration of all data communications equipment, SCADA/EMS equipment, power system telemetry equipment, and other hardware and software components of the complex real-time Energy Management System.

Supervises routine maintenance of Energy Management System data bases based on understanding of interactions of databases with each other and with applications software and real-time operating system.

Oversees recording and maintenance of equipment records, hardware and software documentation, communications channel allocations, and test data.

Supervises planning, fabrication, installation, calibration, implementation, and documentation of special power system control projects.

Attends work on continuous and regular basis.

### NON-ESSENTIAL JOB FUNCTIONS

Assists in evaluation of the performance of subordinate personnel.

Will be required to respond under emergency conditions.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

May be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

May frequently chauffeur other employees, depending upon assignment and work location.  
Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in engineering technology, electrical engineering or related subject and five years in Power Systems control, including three years of supervisory experience, or any equivalent combination of education and experience.

### **LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

### **NOTES**

Must be willing to work standby on a rotation basis.  
Work may require exposure to hazardous conditions and noxious chemicals.

### **SELECTION FACTORS**

Thorough knowledge of the electric power system and its various sub-systems.  
Thorough knowledge of functions performed by an Energy Management System and its daily operations.  
Thorough knowledge of the data communications system and all related interfacing.  
Thorough knowledge of the telemetry system and all related interfacing.  
Thorough knowledge of polyphase electric power theory as it regards metering, instrument transformers, transducers, circuit and device protection, grounding procedures and lightning protection.  
Thorough knowledge of electronics, including analog, digital and hybrid circuits and devices.  
Thorough knowledge of test equipment and tools needed to maintain equipment at a peak state of performance.  
Knowledge of occupational hazards and accident prevention methods in assigned area of responsibility.  
Ability to plan, direct and supervise work of others.  
Ability to operate work related equipment.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with coworkers and the general public.

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REVISION DATE: 12/1/94;; 8/4/97.



# SYSTEMS PROGRAMMER

## NATURE OF WORK

This is highly complex professional and technical work analyzing, designing, implementing, and maintaining the City's computer and telephone systems and data and voice networks.

## CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of supervisory responsibility and from lower classes in GRU by its advanced technical skill and emphasis on computer systems; and from lower classes in General Government by its requirement for both complex application and systems programming responsibilities.

## EXAMPLES OF WORK\*\*

### ESSENTIAL JOB FUNCTIONS

Depending on area assigned:

Plans, schedules, and implements modifications to the computer operating system.

Oversees the administration of Server and Mini/Mainframe Systems, to include systems management, network interfaces, and the installation and removal of software products.

Evaluates computer operating system failures and assists in its recovery.

Maintains systems program libraries and technical manuals.

Provides technical expertise needed in equipment and operating system conversion and configuration changes.

Oversees use of complex systems software applications, including system generation, compilers, link editors, assemblers, and other vendor supplied systems software packages.

Assists programmers and programmer/analysts.

Assists the technical services division and computer operations in designing efficient systems.

Analyzes alternative methods and techniques of processing automated and computerized municipal information. Reviews, evaluates and recommends emerging technologies, state-of-the-art languages, tool sets and advanced technologies.

Conceives, designs, and develops computer programs to improve operations management or provide information. Programming methodologies will include web-based or client-server applications, and third-party products.

Conducts detailed analysis of complex systems and applications. Prepares specifications, codes, prepares test data and debugs highly complex systems using advanced programming languages and development techniques for use internally and externally.

Configures software applications and servers to ensure high availability. Ensures advanced levels of security by loading application- and operating-specific patches, certificates, and implementing network security methodologies.

Attends work on continuous and regular basis.

### **NON-ESSENTIAL JOB FUNCTIONS**

May require on-call responsibilities.

May require after-hours and weekend support responsibilities.

May function as a team leader.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with major course work in data processing, information systems, or systems engineering, and four years data processing experience including one year as a systems programmer, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

### **LICENSES/CERTIFICATES**

None.

### **NOTES**

None.

### **SELECTION FACTORS**

Considerable knowledge of principles, practices, and methodologies of computer operating systems functions.

Considerable knowledge of database design techniques.

Considerable knowledge of sound computer systems programming and management techniques.

Ability to work effectively with coworkers and the general public.

Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 12/1/94; 8/4/97; 3/19/2004.

## GRAPHICS COORDINATOR

### NATURE OF WORK

Professional work in public planning which emphasizes graphic solutions to planning and zoning problems.

### CLASSIFICATION STANDARDS

The single position allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its supervisory duties and its technical nature.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Prepares survey and research findings in graphic, pictorial, and cartographic form using computer.

Supervise, plans and coordinates work of subordinates.

Recommends selection, promotion, discharge and other appropriate personnel actions.

Orders supplies. Makes recommendations for equipment purchases. Maintains and schedules repairs for audiovisual and computer equipment.

Prepares real property descriptions and performs title searches.

Serves as liaison to Southern Bell and Alachua County E911 services for address questions and verifications.

Assists other City departments, governmental agencies, and the general public with zoning, land use, and property ownership questions.

Assists Information Services department with maintenance of the Master Parcel System computer program.

Updates base maps.

Performs varied responsible and technical drafting tasks for planning purposes.

Attends work on continuous and regular basis.

#### NON-ESSENTIAL JOB FUNCTIONS

Operates ozalid print machine and audiovisual equipment.

Tabulates data and produces charts and graphs for presentations.

Participates in surveys and photographic work.

Assists with large mailings.

Picks up and delivers work to blueprint shops.

May act in absence of supervisor.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with major course work in geography, graphics, design, or engineering, and two years experience in drafting or commercial art or related field; or, any equivalent combination of education and experience.

### **LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

### **NOTES**

Work may require performance of tasks outdoors under varying climatic conditions.

### **SELECTION FACTORS**

Thorough knowledge of principles, practices, techniques, instruments, and reproduction equipment used in cartographic drafting and design work in a planning office.

Knowledge of principles and accepted practices of public planning.

Knowledge of legal descriptions and documents.

Knowledge of computers and relevant software.

Skill in preparing presentations, reports, graphics, charts, and performing general layout work.

Skill in desktop publishing.

Skill in computerized mapping.

Ability to plan, schedule, organize, supervise, counsel and discipline subordinates effectively.

Ability to present data in graphic, pictorial, tabular, and written form.

Ability to work effectively with co-workers and the general public.

Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 12/1/94

## GIS SUPERVISOR - PLANNING

### NATURE OF WORK

Professional work in coordinating and maintaining a departmental Geographical Information System (GIS).

### CLASSIFICATION STANDARDS

The single position allocated to this classification report to a designated supervisor and work under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its supervisory duties and its technical nature.

### EXAMPLES OF WORK\*\*

#### ESSENTIAL JOB FUNCTIONS

Supervise, plans and coordinates work of subordinates and performs duties in their absence.

Recommends selection, promotion, discharge and other appropriate personnel actions.

Plans for and oversees acquisition, implementation and management of all GIS data generated by or acquired from outside the department, including quality control.

Solves GIS hardware, software, networking and data problems.

Creates, maintains and updates the Master Parcel System database.

Attends user group meetings to promote GIS and assist with their GIS development

Performs spatial and no-spatial database administration and enhancement.

Provides technical advice, training and support to departmental staff in defining, directing and evaluating the success of GIS projects.

Serves as lead person in researching and investigating new technologies in the GIS field. Makes recommendations to the Planning Manager regarding hardware and software enhancements that would be beneficial to department.

Coordinates GIS activities with the county, state and other agencies in a variety of projects such as development of a center line street map and centralized address database and point file.

Assists in providing GIS needs to the public and other government agencies.

Prepares customized computer maps in response to internal and external requests

Assists city webmaster in posting and maintaining material to the departmental GIS internet site and coordinates the posting and maintenance of material to the website.

Provides information and determination for lot splits and zoning histories

Prepares notification advertisements for newspaper displays

Prepares signs for property display concerning Historic Preservation Board meetings.  
Verifies street lines and city boundaries for cencues certification.  
Validates legal descriptions for departmental petitions.  
Attends work on continuous and regular basis.

**NON-ESSENTIAL JOB FUNCTIONS**

Operates copy and facsimile machines.  
Assists with large mailings.  
Assists with digital imaging transfer and reproduction.  
Delivers original to reprographic shop for copy, reduction, etc.  
Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with major course work in geography, geomatics, and two years experience in GIS.

**LICENSES/CERTIFICATES**

Valid Florida Driver's License required.

**NOTES**

Work may require performance of tasks outdoors under varying topographic and climatic conditions.

**SELECTION FACTORS**

Thorough knowledge of principles, practices, techniques, instruments, and reproduction equipment used in cartographic drafting and design work in a planning office.  
Knowledge of principles and accepted practices of public planning.  
Knowledge of legal descriptions and documents.  
Knowledge of computers and relevant software.  
Skill in preparing presentations, reports, graphics, charts, and performing general layout work.  
Skill in desktop publishing.  
Skill in computerized mapping.  
Ability to plan, schedule, organize, supervise, counsel and discipline subordinates effectively.  
Ability to present data in graphic, pictorial, tabular, and written form.

Ability to work effectively with co-workers and the general public.

Ability to communicate effectively, both orally and in writing.

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REVISION DATE: 12/1/94