

Position: GIS and Office Administrator

Class Structure: Management Support

Class: Management Support Specialist

Dept./Div: Public Works Department

Pay Range: \$52,250 - \$78,370

Status: Non-Exempt

Reports to: Public Works Director

Posting Date: June 26, 2017

Closing Date: Open Until Filled

POSITION FUNCTION:

The 'GIS and Office administrator' is a full time non-exempt position reports to the Public Works director has two core functions i) provide administrative support to the Director of Public Works and staff related to daily operations of the department. Typical tasks includes but not limited to screening calls and visitors, taking messages, scheduling appointments and meetings, preparing correspondence and reports, answering general information questions and requests and handling all requests and complaints in an efficient, courteous manner ii) manage City's GIS services; task includes but not limited to creating and updating webmaps, dataset, exhibit etc. Interested individual must be willing to perform both administrative and GIS related duties.

BACKGROUND IMPACTING POSITION:

The City of Stafford is widely recognized as the largest city in Texas, which does not assess a city property tax. The majority of city funds are derived from the city sales tax. The City Council has emphasized the responsible use of city funds and resources. The prudent administration of the budget and proper utilization of funds and resources by the Public Works Department is a critical component of preserving the City's strong fiscal status. The 'GIS and Office Administrator' is a key employee in that pursuit.

Key Job Responsibilities:

- Evaluates, recommends, and implements GIS policies and procedures to promote maximum efficiency and effectiveness;
- Implements and Maintains GIS based web applications and maps.
- Produce maps, exhibits, and performs GIS analysis.
- Maintain GIS data by acquiring necessary data, inputting information, checking data integrity, and logging status of all data received. Includes utility, census, city assets and other information as necessary;
- Provides technical leadership and training to City staff for GIS;

- Represent the City, GIS and/or Public Works on regional/local committees and user group meetings;
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- Maintain plotter supplies, software and hardware, general office supplies and specialized equipment;
- Provide information and assistance to homeowners and the general public concerning City codes, ordinances, procedures and requirements for permits, licenses, etc.
- Provide customer services related to public works projects and services; retrieve and distribute mail; process, read and analyze incoming memos, faxes, e-mail and other submissions in order to determine their significance and plan their distribution
- Provide administrative support to the Director and staff related to daily operations. Prepare correspondence and reports using word processing, spreadsheet, database and/or presentation software; and maintain databases;
- Maintain records and files of correspondence, contracts and projects;
- Prepare monthly and annual reports for Public Works services;
- Prepare purchase orders and invoices utilizing accounting software;
- Process Platting and Permit applications
- Perform related duties as assigned.

Knowledge/Skills:

- This position requires an individual with a strong detail-oriented work style;
- Accommodating and proactive attitude in working with the public, other departments, other governmental agencies and co-workers;
- Ability to oversee multiple projects, tasks, and priorities to achieve desired goals;
- Thorough knowledge of GIS hardware, software, and operations;
- Thorough knowledge of standard cartographic survey procedures; knowledge of general construction specifications and blueprints;
- Thorough knowledge of the principles, practices and methods of GIS database development, management and maintenance;
- Excellent organizational, communication, and arithmetic skills;

Minimum Qualifications:

Education/Experience: Associate's degree or equivalent in GIS, Geography, or closely related field from an accredited college or university and five (5) years' experience in GIS, municipal utilities/Public Works infrastructure; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Experience in municipal government, knowledge of Open Data and data portals, and two years of secretarial or general office experience is preferred.

Physical Requirements: Must be able to sit and work at the computer for long periods of time, carry files, file in five drawer file cabinet, and lift minimum of 20 pounds.

THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER