

# Job Description

Human Resource Use Only

Position Number:

Step/Grade- K

Effective Date: 6/2018/2021

## POSITION IDENTIFICATION

**Position Title:** ~~Associate Planner~~ / GIS Coordinator  
**Division:** ~~Planning~~ Community Development  
**Status:** Full Time Non-Exempt  
**Normal Workweek:** Mon-Fri

## SUPERVISORY RELATIONSHIPS

**Reports to:** Community Development Director  
**Directly Supervises:** No supervisory responsibilities

## POSITION PURPOSE

Under the direction of the Community Development Director ~~and/or City Planner~~, the ~~position performs~~ GIS Coordinator role is responsible for providing technical expertise and oversight of the day to day implementation and skilled operation of the GIS within the context of programs and policy directives. In addition, the GIS Coordinator is responsible for coordinating GIS activities, managing GIS vendor contracts, planning work in the Department and in the field, as well as related work as required and organizing system development, and other GIS management activities. Work is performed independently within the established policies, procedures, and guidelines of the City of Manitowoc.

## ESSENTIAL DUTIES

- Oversee and coordinate the implementation, design, maintenance and deployment of the City's geographic information system (GIS) including, but not limited to analyzing geodatabases, ~~tables and related functions, maintaining the partnership with the County to maintain the City's GIS data on the County wide GIS map server on the internet, and the training of key City staff persons in usage of various computer software packages~~ relational databases, tables and related functions.
- Maintain and develop the City's GIS infrastructure including server and web applications.
  - ~~Strong in conceptualizing and detailing development plans for residential, commercial and industrial applications.~~
  - ~~Maintain records and participate in preparing a variety of planning related plans, studies and reports, including comprehensive plan updates and real estate research.~~
  - ~~Prepare and supply maps and mailing lists as needed for public hearings, and other projects related to the Department.~~
  - Coordinate and monitor contracts with GIS hardware, software, data conversion, and other providers of GIS products and services.
- Assemble, manipulate and analyze survey and other forms of data, perform research and field surveys, drafting and cartographic functions.
  - ~~Independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.~~
  - ~~Computer and data management skills, including utilization of a computer to prepare~~

~~various reports and documents using spreadsheet, data base and word processing applications.~~

- Use GIS technology for mapping, drafting plans, lot and block layout design work, data base integration, updating existing maps and ~~data bases~~databases, and other various required projects.
- Establish procedures to eliminate redundant processes, determine appropriate levels of accuracy, the vertical integration of layers, and the integration of more accurate data within existing databases.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Conduct research, development, and serve as project lead for new GIS related products.
- Serve as project lead for special GIS projects including the planning, system integration, database development, implementation and application development; meet with various GIS users and departments to plan and discuss system requirements and procedures.
- Integrate GIS with other computer applications; meet with users and review requests; develop and tailor applications to meet user needs; prepare documentation.
- Establish and maintain effective working relationships with both public and private sectors.
- Graphic layout and design, including preparation of GIS maps and presentation boards for various City and County departments.
- ~~➤ Support of public inquiries related to Department projects, as well as working knowledge of zoning, Official Map, and other municipal functions.~~
- Prepare, update and maintain maps for zoning, Official Map changes, annexations, site selection requests, city-owned land sales and marketing, and general land use issues.
- Maintain partnership with the County to maintain the City's GIS data on the County-wide GIS map server on the internet
- Utilize City, County and City computers, Register of Deeds and other data-bases to research annexation projects, property ownership studies, and other projects impacting the City.
- Preparation of Prepare reference maps, property data, community profile information, and other demographics to support various City Hall departments and projects.
- ~~➤ Coordinate with the City Planner in the maintenance and review of all CSM files.~~
- ~~➤ Troubleshoot Department computer network and personal computer problems, as well as computer problems in other departments.~~
- Plan yearly Department budgets for research and technology investments, including, but not limited to ordering and installing new computer software and hardware, and maintaining of Department hardware inventory list.
- Representative on various committees including GIS Users Group, Manitowoc County Land Records Committee, and Wisconsin Land Records Association.
- ~~➤ Update US Census maps and data.~~

## OTHER DUTIES

- ~~➤ Assist with proofing legal descriptions for annexations, deeds, street dedications, and corporate limits.~~
- Attendance and presentation of reports and materials at monthly City Plan Commission meetings as appropriate.
- Participate in preparing a variety of planning related plans, studies and reports, including

- comprehensive plan updates and real estate research.
- Support of public inquiries related to Department projects, as well as working knowledge of zoning, Official Map, and other municipal functions.
- Other miscellaneous duties as assigned.

## MINIMUM POSITION QUALIFICATIONS

- Education:** Degree from accredited four (4) year college with major course work in planning GIS, geography, planning, or a related field, but with an emphasis on GIS.
- ~~**Experience:** Minimum of one (1) to two (2) years of previous experience in the planning profession preferred. Master's Degree is preferred. Five (5) to seven (7) years of working experience with ESRI's ArcGIS products along with the various extensions available from ESRI. Minimum of one (1) to two (2) years of previous experience in the planning profession preferred. Master's Degree is preferred. Must be able to resolve GIS problems with limited assistance from existing staff. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position. Experience in areas including, but not limited to subdivisions, certified surveys map (CSM), zoning ordinances, annexations, civil engineering, and ability to read site and development plans, specifications and rough sketches is a prerequisite. Must be team oriented, experienced and innovative individual with strong verbal and written communication skills; design and graphic skills; technical and analytical skills; planning background in land use, housing and social planning, community economic development and design; and strong customer service focus.~~
- Certifications/Licenses:** None required. Possession of, or ability to obtain, GIS Professional (GISP) certification within one year of employment a plus.
- Other Requirements:** Must possess ~~ability to type a minimum 40wpm with accuracy. Must possess~~ a valid Wisconsin driver's license. Work must be accurate and error free. Membership in Wisconsin Land Information Association (WLIA) preferred.

## KNOWLEDGE, SKILLS, & ABILITIES

~~This position must possess the strong ability to apply computer technology to planning projects; the ability to utilize either Microstation or AutoCad along with ArcSDE, networking and other computer functions; experience with ESRI's ArcGIS and ArcGIS Online is necessary and mobile field data collection techniques are a plus. This position must have the ability to create, maintain and upgrade all computer files; understanding of strategic planning process, general land use principles, dynamics of urban economics, landscape design, environmental issues and solutions are desirable. Experience with Python's ArcPy Module is a must, and some knowledge of SQL is a plus.~~

The GIS Coordinator must have a thorough knowledge of automated mapping and spatial information processing methods and techniques. Thorough knowledge of the capabilities of

automated mapping and geographic information process systems, including the ability to utilize ESRI products, including ArcGIS suite, especially in administering ArcSDE, ArcGIS Server, Portal for ArcGIS, ArcGIS Desktop, ArcGIS Hub, ArcGIS Online, and other third party applications that work with ESRI. Advanced knowledge with SQL and SQL scripting. Knowledge and proficient skills in Python scripting, JavaScript, SOAP, REST, and ESRI web map APIs.

This position must have the knowledge of cartography, survey methods and procedures; the ability to read and interpret legal documents such as deeds and CSM's; and a strong working knowledge of computer operations – Microsoft Office applications, word processing, spread sheet analysis, data base management, and computer mapping applications; the ability to work with other employees, the public and outside agencies in a cooperative and productive framework; and experience with diagnosing and repairing problems ~~with computer hardware.~~

This position must possess the ability to read and interpret technical manuals; effectively present information and write routine correspondence; train others; and ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives; add, subtract, multiply, divide, calculate percentages, fractions and decimals; ability to interpret basic descriptive statistical data and reports; and ability to deal with formulas, scientific equations, graphs, etc. involving several variables in complex situations; and the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions and data in mathematical or diagram form; and deal with several concrete and abstract variables. Ability to translate concepts and terminology in terms understandable to elected officials and other departments heads.

This position must possess advanced knowledge in the area of GIS, as well as web site management and other computer applications; the ability to combine and apply planning, drafting, computer technologies and ~~knowledge of general land use planning principles to residential, commercial and industrial development projects including, but not limited to annexation, lot and block layout, land division and utilization, parking requirements, Official Map and zoning; and the ability to perform all job functions in accordance with prescribed procedures and practices, though difficult assignments and those requiring considerable application of planning are performed under the supervision of the Community Development Director and/or City Planner.~~

- Independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.
- Computer and data management skills, including utilization of a computer to prepare various reports and documents using spreadsheet, data base and word processing applications.

## BACKGROUND CHECK

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Condition of employment

## PHYSICAL DEMANDS

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The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manual Dexterity:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; and coordinate hands, eyes, feet and limbs in performing movements such as data entry and operation of computer keyboard, telephone and calculator. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Physical Effort:** The employee often may be required to climb or balance, stoop, kneel or crouch. The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee is occasionally required to lift and/or move up to 25 to 50 pounds.
- Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.