



COMMUNITY DEVELOPMENT DEPARTMENT JOB DESCRIPTION

GIS SPECIALIST/PLANNER

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of routine and complex community development activities and assists the public and other City employees. Assists with the record keeping and analysis efforts of the Public Works and Community Development Departments. Support for the Public Works Department includes helping maintain and improve management of the assets under their responsibility including integrating the City's existing GIS and asset management systems. Work with the Community Development Department supports their planning, evaluation, record keeping, and communication efforts. Position requires the exercise of independent judgment and a high degree of initiative in the daily operations of the department.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Maintains data in the Geographic Information System (GIS) and manages the City's ArcGIS Online and ArcGIS Portal. Creates and updates maps and map layers for use by other departments and the public. Assists City staff as required in the use of ESRI's ArcGIS products and associated software for access to the City's geospatial and asset management data with special attention towards programs that alter or modify existing data. Prepares clear, complete, and accurate representation of the City's spatial and asset data using maps, layouts, charts, and metadata for City departments and the public. Updates and maintains street and utility construction plan and record drawing data.
- 1.2 Perform basic surveying using city-provided equipment (e.g. auto level, global positioning system (GPS) equipment, and/or smart devices) to obtain location and elevation information of features.
- 1.3 Serve as the primary contact person regarding map requests from the public, professionals and City employees.
- 1.4 Provide departmental GIS support and evaluation on a variety of planning related issues; including land use planning, code amendments, and other projects.

- 1.5 Advises and assists the general public, contractors, real estate agents, attorneys, lenders, appraisers, surveyors, engineers, and land developers of various ordinance regulations, procedures, and state codes.
- 1.6 Assists the public, other City departments, and governmental agencies with questions regarding mapping, surveying and land records.
- 1.7 Occasionally assist with the preparation of monthly and quarterly reports for the bus/taxi service to meet local and state reporting requirements. Coordinate and communicate with transit operators as necessary to respond to concerns and forecast demand. Communicate with bus operator to review bus routes and stops. Communicate with University of Wisconsin-Platteville Sustainability Coordinator to review bus routes and stops for demand. Ensure communication with the public about service delays or changes, including maintaining route maps.
- 1.8 Provide staff support to assigned citizen advisory boards such as Platteville Public Transportation Committee, Community Safe Routes Committee, and Historic Preservation Commission.
- 1.9 Occasionally provides general zoning, building, and related code information and land use application forms to the public and provides guidance on requirements and/or approval process.
- 1.10 Assist with planning projects and demographic work. Leads or assists special projects as assigned by the Community Development Director.
- 1.11 Assists with the creation and publication of departmental reports, City Council reports, web page content, marketing information, newsletters, and press releases.
- 1.12 Writes grants and/or assists with grant reporting.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Carry out detailed written or verbal instructions. Arithmetic calculations involving fractions, decimals, and percentages. Working knowledge of zoning regulations and general land use development procedures.

Ability to report, write, or edit articles for publication; interview, counsel, or advise people, evaluate technical data. Ability to communicate effectively, verbally or in writing, with customers and general public daily. Ability to organize tasks and complete by the deadline. Ability to provide good customer

service in difficult situations. Employee will be familiar with details of the job to do it reasonably well within 6 months.

SOFTWARE AND EQUIPMENT USED:

Software: Microsoft Office 365 suite of applications (Word, Excel, Outlook, PowerPoint, OneDrive and SharePoint), ESRI Products including ArcGIS Pro, ArcGIS Desktop, and ArcGIS Online (Survey123, Field Maps, Dashboards, and Story Maps); Python and/or Arcade language experience preferred.

Hardware: Smartphones, tablets, GPS equipment, large-format plotter, and multi-function copier.

CONFIDENTIAL DATA:

Confidential information may include Community Development data relative to clients.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here 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.

While performing the duties of this job, employee mostly sits; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with general public/customers. Employee frequently stands; walks; grasps; holds; works alone; stoops, kneels, crouches or climbs stairs. Employee occasionally drives motor vehicles.

Employee must be able to constantly lift up to 10 pounds; frequently lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Bachelor's degree in planning, geographic information systems, cartography, public administration or related field.
2. Two or more years of experience in Geographic Information Systems using ESRI ArcGIS software suite.
3. Local government experience in planning or public administration preferred.
4. Knowledge of computerized mapping techniques and relational database management.
5. Knowledge of survey methods and techniques.

6. Any equivalent combination of education and experience.
7. Valid Wisconsin driver's license or ability to obtain within six months.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to significant work pace/ pressures in meeting deadlines.

POSITION ACCOUNTABILITY:

REPORTS TO: Community Development Director, provides support to Public Works Director.

SUPERVISION EXERCISED: May supervise interns.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a "Can Do Spirit" • Acting as Good Stewards of the City's Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 7/10/01

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