

# CLASSIFICATION ADDENDUM

## Job Title: GIS Database Administrator

Classification Specification: Technical Analyst

Barg Unit: OPE

Pay Grade: C43 – C44

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The GIS Database Administrator performs a variety of advanced, complex GIS related database design, analysis, testing, and program support duties in administering GIS databases; produces applications as needed; integrates local and regional databases management systems, and supports citywide database administration needs; provides lead for assigned staff. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of geography, planning, earth related science, or computer science with experience that includes software development using structured methods and programming techniques to include data and systems analysis, data conversion, data management, corrections and testing, maintenance and design of GIS systems, spatial database administration.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Principles, methods, practices and techniques of spatial and non-spatial relational database management systems administration;
- Methods, practices and techniques of spatial relational database modeling; spatial analysis concepts and methods;
- System maintenance and security; applicable data integrity control;
- Computer programming using a variety of languages;
- Infrastructure inventory management ; land information systems and tax lot mapping applications;
- CAD and GIS with an emphasis on public works applications.

#### Skills: *(Demonstrated skill in performing the following)*

- Accommodating engineering grade geometries such as special techniques used to create complex geometries and special data structures needed to store complex geometries;
- Performing computer programming using a variety of languages and methods;
- Working effectively within industry standard structured application development process;
- Determining appropriate programming language or technology to use to meet various needs;
- Utilizing advanced spatial technologies in a production environment with an emphasis on facilities management applications;
- Proficiency with GIS/mapping and graphic design tools/software.

### Essential Characteristics and Duties Addendum

**Qualification For Grade Progression:** Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination and visibility of projects in the community.

C43 – Journey (applying some advanced skills)

C44 – Advanced/Lead (applying advanced skills)

### Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### Addendum History

Created: 2012.01

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