

## Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals (both Internal and External) for the following position: GIS/Stormwater Specialist. This position is responsible for compiling geographic data in terms of location and supporting data within the City including the reporting of data related to the MS4 in accordance with ordinances and regulations. Pay Grade of 64. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Friday, April 21, 2017, or, until filled. A resume or statement of education, training and sample work must be filed with this position. Full job descriptions with pay scale will be made available at City Hall and online at [www.locustgrove-ga.gov](http://www.locustgrove-ga.gov). The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

### Job Title: GIS/Stormwater Specialist

**Job Summary:** This position is both technical and manual in nature and involves the development and implementation of information technology systems to meet the City's GIS system and the MS4 Operations and Reporting. Responsible for a variety of production tasks concerning mapping for internal and external customers. Finally, this position is responsible for the maintenance of both the GIS billing system and the development of a maintenance program for the city's stormwater utility system.

### Major Duties:

- Maintains and updates GIS databases, metadata and layers using GIS and GPS data collection equipment and software in accordance with generally accepted and/or adopted policies and procedures;
- Creates and coordinates the maintenance and updating of the City relational databases for GIS applications and analysis;
- Develops an understanding of GIS systems, business functions and analytical methods necessary for all City departments;
- Interprets engineering drawings, mapping documents and legal descriptions for the development of feature datasets;
- Provides technical assistance to other City staff on GIS applications, GIS software operation, map production, and data analysis;
- Operates computer workstation to update maps as new data is received relative to new developments or projects;
- Obtains, organizes, and maintains physiographic data/information about the City, including GPS coordinates from professional-quality equipment.
- Distributes data to internal and external customers in accordance with accepted policies and procedures;
- Compiles, maintains, and edits databases for the stormwater utility.

**Job Title: GIS/Stormwater Specialist (continued)**

- Compiles, maintains, and reports on maintenance and capital facilities items for the city's MS4 stormwater utility.
- Writes documentation as necessary;
- Perform specialty mapping requests as needed;
- Perform other related duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of departmental and city policies and procedures;
- Knowledge of the principles, concepts and methodology of information technology;
- Knowledge of CAD and GIS software;
- Knowledge of GPS equipment and data collection in the field;
- Knowledge of digitizing and data manipulation procedures for geographic information systems;
- Knowledge of comprehensive land use plan and zoning district requirements;
- Skill in logical database design, concepts and technologies;
- Skill in operating modern office equipment;
- Skill in using independent judgment and discretion;
- Skill in planning and managing multiple complex projects;
- Ability to work with budgets and grant programs;
- Ability to establish and maintain effective working relationships with elected and appointed officials, employees and the public;
- Ability to assemble information and make written reports and documents in a concise, clear and effective manner;
- Ability to communicate effectively orally and in writing

**Supervisory Controls:** The Community Development Director assigns work in terms of general instructions. Completed work is reviewed for accuracy and the nature and propriety of the results.

**Guidelines:** Guidelines include City and departmental policies and procedures, City Ordinances, Georgia Plat Act, National Flood Disaster Act, MS4 systems standards and specifications, and Georgia Stormwater Manual 2016 Edition and Volume 3 2012 Edition.

**Complexity:** The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions deal with major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

**Scope and Effect:** The work product or service affects the work of other experts, the

development of major aspects of programs or missions, or the well-being of substantial numbers of people.

**Personal Contacts:** Contacts are typically with co-workers, surveyors, engineers, planners, architects, elected officials and the public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve problems, and provide services.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** Minimal in the conjunction of data collection or stormwater maintenance facilities with other stormwater technicians or public works personnel.

**Minimum Qualifications:**

High school diploma or equivalent and two (2) years of construction or public works related maintenance experience; equivalent combination of education and experience Associate's degree in GIS, Computer Sciences, Computer Engineering or related field; equivalent combination of education and experience, with the ability to become certified as a GIS Professional through the Certified GIS Professional Institute or related professional organization within two (2) years of adequate completion of the working test period.

**Preferred Qualifications:**

Associate's degree in GIS, Computer Sciences, Computer Engineering or related field; five (5) years related experience, equivalent combination of education and experience.

OR

Bachelor's degree in Computer Sciences, Computer Engineering or related field; two (2) years related experience; equivalent combination of education and experience.

**Work Environment:** The work is typically performed in an office.

**Pay Grade:** This is a Pay Grade of 64 within the city's pay scale. Section 701 of Personnel Policy.