

**TOWN OF DURHAM, NH**  
**GIS Program Administrator**

**JOB SUMMARY**

Develop, update and manage the Town of Durham's GIS database and associated applications. Initial focus will be building the GIS system from existing and anticipated future data layers.

**SUPERVISION RECEIVED**

Works under the supervision of the Director of Public Works and the IT Manager.

**SUPERVISION EXERCISED**

Provides supervision as needed to consultants, contractors, interns and part-time data collection professionals.

**EXAMPLES OF DUTIES**

(The listed examples are illustrative only, and may not include all duties found in this position.)

- Reviews existing and incoming data for currency, accuracy, usefulness, quality, and completeness of documentation through metadata.
- Responsible for operation, maintenance, access, and administration of the Town's GIS platform.
- Serve as the primary contact for GIS information and develop a public information portal/clearing house for the Town's GIS data.
- Performs general office and clerical tasks such as copying and data entry, inputting data, scanning large format media , and general digital imaging processing.
- Responsible for creating and maintaining accurate location and attribute records a.k.a metadata, for all accessible GIS layers and data sets.
- Facilitates the development of the future Durham GIS Strategic Plan.
- Able to convert parcel data and plans between feature class and AutoCAD DWG formats and digitize boundaries using Coordinate Geometry (COGO).
- Ability to keep thorough and accurate records, both digital and legacy.
- Ability to withstand varied climatic conditions.
- Responds to inquiries from the general public on use of GIS website, Town projects, parcel identification, utility locations and other improvements.
- Ability to communicate effectively in oral and written form.
- Ability to manage time and project completion effectively.

- Responsible for formal communications given to administration, departments, and other executive bodies regarding on-going projects and initiatives
- Ability to effectively manage multiple projects and programs on schedule and on budget.
- Ability to effectively manage consultants and contractors as it relates to the delivery of GIS services.

Specific Oversight:

- Oversight of the GIS projects and vendors; especially ongoing and future layer development.
- Oversight and planned development of datasets related to Town infrastructure including water, wastewater and storm water with knowledge of federal permitting requirements.
- Provide oversight for Town policy built around GIS data and its release with regular reporting and participation in the Town's GIS committee (pending).
- Prepares and monitors the GIS department budget.
- Management of Capital Projects directly related to GIS capacity and function. Development and management of varied applications used in public sector organizations including Public Works, Planning and regulatory environments.

Analysis:

- Responsible for the development and adoption of work processes and standards for the use and analysis of GIS data, to be based on the local gov't information model (See, <https://solutions.arcgis.com/local-government/help/local-government-information-model/>)

Field Data Collection:

- This position will conduct field work and must be able to assist other staff through demonstration and providing guidance.
- Conducts GPS field work including GPS survey, infrastructure inspection, permit compliance, special projects and site visits as necessary.

## **KNOWLEDGE, ABILITY, AND SKILLS REQUIRED**

Basic knowledge of CAD and its use in GIS layer development and demonstrated proficiency in GIS related software, scripting and related applications i.e. ESRI, Python, asset management, database management, etc.

## **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's Degree in GIS, Cartography or related field plus three to five years of technical support experience and basic management skills. An acceptable combination of experience may be combined to fulfill the formal education requirement.

## **LICENSES/CERTIFICATIONS REQUIRED**

Valid operator's driver's license.

## **OTHER CONSIDERATIONS**

Salaried position with the understanding that occasionally some tasks will need to be performed before or after normal business hours. The position is subject to review and evaluation according to the Town's personnel plan.

## **DISCLAIMER**

This class specification is descriptive of general duties and is not intended to list every specific function of this class title.