



City of Venice, Florida Job Announcement No. 1812

Classification Title: GIS/Database Manager

Department: Information Technology

Pay Grade: (AFSCME) Grade 138

FLSA Status: Non-Exempt

General Statement of Job

Coordinates the development, implementation, integration and all technical aspects of the city wide Geographical Information System (GIS). Administers and maintains the citywide SQL database architecture.

City Expectations:

All City of Venice employees are expected to demonstrate PRIDE in their jobs by being Productive, Responsible, Innovative, Dedicated and Ethical.

In addition, certain essential city services are required to be maintained in any civil emergency. Depending upon the type of emergency, all employees may be activated as essential employees in the event of an emergency.

Specific Duties and Responsibilities

Essential Functions:

1. Provides professional support services to city departments and outside agencies on the City's GIS hardware, application software, network, database and other associated systems.
2. Coordinates with city departments in developing standardized procedures and prioritization of information technology projects.
3. Evaluates system segments to determine the adequacy of the overall program to meet specifications, requirements and user needs.
4. Recommends long and short-term strategic plans, goals and objectives for the GIS/SQL database systems to improve techniques, decrease turn-around times and streamline processes to provide quality customer service.
5. Collaborates with other GIS/SQL database users to research and assess new technology and developments to modify, enhance, and resolve issues with existing systems.

6. Meets regularly with city departments to identify how GIS and other SQL database technologies can enhance operational functions.
7. Responsible for staying current with GIS/SQL database technologies.
8. Responsible for administrating and maintaining the City's Microsoft SQL database server and databases.
9. Accurately and legibly prepares reports, forms and other documentation.

Responsibilities:

Responsible for coordinating all aspects of the City's GIS and other SQL database-related projects and developing standards for GIS/SQL database technologies deployment and use. Responsible in work to the Information Technology Director.

Minimum Education and Training

A Bachelor Degree in GIS, Information Technology or comparative field and (5) years' related experience including GIS development, project planning or an equivalent combination of education training and experience that provides the required knowledge, skills and abilities. Certification such as the Environmental Systems Resource Institute (Esri) Technical Certification and Microsoft SQL DBA is preferred.

Minimum Qualifications and Standards Required

Skill Requirements:

Knowledgeable in the execution of concepts, practices, procedures and progressive techniques in GIS/SQL database program operations. Ability to work independently of direct supervision and capable of sustaining regular and predictable attendance. Proficient in the operation of ArcGIS using related equipment including plotters, printers, and scanners. Knowledge of cartographic techniques and spatial analysis. Capable of identifying and developing strategies for mitigating operational inefficiencies. Must be able to coordinate and prioritize multiple projects simultaneously and meet established deadlines. Ability to establish and maintain effective working relationships with co-workers, supervisors, other City employees and the general public. Possess a valid Florida Driver's license (or valid out-of-state driver's license), free of any serious violations. Out-of-state applicants have 30 days from start of employment to attain a valid Florida Driver's License.

Proficiency in relational databases, structural query language (SQL), Web Programming, Visual Basic.Net (VBNET), Python, and JavaScript. Must have experience in administering and maintaining a Microsoft SQL Server infrastructure. Requires a working knowledge of the current version of Microsoft Office Professional software suite including proficiency with Word and Excel. Must have a basic understanding of the current version of the Microsoft Windows operating

system. Working knowledge of the Microsoft Exchange e-mail application or equivalent and Internet Explorer is also highly recommended. Ability to learn specific computer applications used in the Information Technology Department.

Physical Requirements:

Ability to sit, stand, walk, bend, stoop, lift, carry, or minimal physical exertion. Requires finger and wrist dexterity and hand/eye coordination to perform keyboard functions. Must have good eyesight and hearing with or without aids. Color vision required. Ability to speak clearly and distinctly. Capable of working under the pressure of deadlines and conflicting priorities. Reasonable accommodation will be considered for individuals with physical disabilities.

Working Conditions:

Work is primarily performed in an office environment.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

PLEASE NOTE: Any interested applicant must make written application (online at www.venicegov.com or in person) to the Administrative Department before 4:00 pm on the closing date, which is October 15, 2017.

**SALARY RANGE: \$26.6004 - \$38.8364 HOUR
 \$55,328.83 - \$80,779.71 ANNUAL
 GRADE 138**

(Except as may be provided in Article 9 of the AFSCME Agreement for promotion, transfers, demotions, etc.)

Applicants (with the exception of current city employees) given a conditional offer of employment will be subjected to physical examination, drug, tobacco/nicotine screening, review of driver's license record, criminal background, and references from previous employers.

The City of Venice is an Equal Opportunity Employer