

G.I.S. SYSTEM ADMINISTRATOR

CODES/PAY RANGE

Class Code: 4041 EEO Code: A FLSA: E Pay Range: 216

MAJOR FUNCTION

Responsible professional and technical work managing the hardware, software and network resources of a county-wide geographic information system.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Installs and documents all upgrades to the AIX operating system and ARC/INFO software.

Defines and documents the GIS network configuration. Adds and configures new hardware devices such as terminals, workstations, and plotters.

Defines and allocates disk storage for all file systems on the network.

Maintains system security by setting permissions and passwords for users. Performs system backups and restores.

Serves as liaison with vendors for resolution of technical problems. May serve as a liaison to internal and external between County agencies and organizations.

May oversee the daily operations and technical administration of the Property Appraiser's GIS unit. This task includes supervising technical and support staff; overseeing staff training, troubleshooting problems, interfacing with ITG services, and performing long-term planning and goal setting.

Writes AMLs and shell scripts to facilitate system processes.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of UNIX (AIX), TCP/IP, NFS and ARC/INFO. Knowledge of UNIX workstations and X-Station capabilities and operations.

Ability to think logically and show attention to detail. Ability to effectively communicate

(GIS System Administrator continued)

abstract and technical information, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in Geography, Planning, Engineering, Computer Science, Business Administration, Natural Science, or related field, and a minimum of two (2) years experience maintaining a UNIX operating system and using CAD, ARC/INFO or equivalent software.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Ability to sit, see, talk. Finger dexterity in operation of the computer.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals and journals, abstract, procedures, instructions, reports. Ability to converse clearly and concisely on the theories, methods, and principles of discipline. Ability to analyze data and develop conclusions. Ability to perform general mathematical functions. Ability to write instructions, manuals, procedures, letters, memos, etc.

Revised 01/98
Replaces 10/94