

**VILLAGE OF ADDISON
G.I.S ADMINISTRATOR -
ADMINISTRATION/INFORMATION TECHNOLOGY DIVISION**

Summary of Position and Duties:

The Human Resources Division of the Village of Addison is accepting applications to fill one (1) vacancy in the at-will, F.L.S.A non-exempt, full-time position of G.I.S Administrator in the Administration Department, Division of Information Technology. Under general supervision of the Information Technology Manager, this person manages and coordinates the functions of the Village's geographic information computer system, coordinates G.I.S. services with user departments, and assists in the management of the day-to-day responsibilities of providing computer service to all departments within the Village. This person also performs computer-aided drafting, graphics work and compiles computerized data for use in developing utility atlases, engineering plans, projects, documenting as-built conditions, and reports. The person in this position may be required to work overtime in order to facilitate system upgrades, service and repair. Work is of average difficulty, is performed in an independent fashion, and is reviewed for progress and conformance to established procedures by the Information Technology Manager and/or his designee.

The primary responsibilities of the G.I.S. Administrator will involve, but not be limited to:

- Remains abreast of changes in G.I.S. software and hardware systems, procedures, products and technology. Evaluates and recommends network hardware and software components as required;
- Manages the various aspects of G.I.S., including automated mapping, computer-aided drafting (C.A.D), geometric computations, photogrammetry, aerial photography, cartographic and thematic mapping;
- Manages the development, maintenance and utilization of the corporate geographic data base. Coordinates the integration of geographic data from various data bases. Coordinates data gathering and production of all maps and related geographical data for all Village departments;
- Coordinates integration of G.I.S. functionality into all other department systems;
- Develops long and short term goals for Village-wide use of G.I.S. Identifies resources necessary in order to implement and maintain the system;
- Works closely with other departments to clarify geo-processing and related graphic requirements. Sets work priorities, ensures products and services are provided to requesting clients in a timely fashion;
- Establishes and maintains appropriate security measures for data, programs, and equipment;
- Plans, coordinates and implements security measures to safeguard information in computer files against accidental or unauthorized modification, destruction, or disclosure;
- Installs, modifies, and makes minor repairs to microcomputer hardware and software systems and provides technical assistance and training to system users;
- Prepares work from notes, sketches and instructions supplied by supervisor and engineering staff; creates a variety of maps, drawings and plans projecting sewer, water-main, streets, lighting, signs, road condition and locations; confers with and compiles information supplied by supervisors and technical personnel concerning assigned projects;

- Determines proper material, layouts and design for visual communication; performs detailed computer-aided drafting work of engineering plans to be used in the field of construction of sewers, water-mains, streets and roads;
- Works closely with the integration of G.P.S data to be imported into the G.I.S. and completed design documents to be exported to G.P.S for layout.
- Traces, draws and prepares maps, plans and exhibits of Village properties and of proposed land acquisitions; prepares designs and other reports using the computer-aided design system and graphic programs;
- Compiles detailed data reports related to property, land use and infrastructure within the Village boundaries;
- Performs duties in strict accordance with the Department/division S.O.P/safety manual and expected to report any hazards and observed infractions immediately to the supervisor; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division S.O.P/safety manual regulations and policies.

All applicants must meet the following minimum requirements to be an eligible candidate for this position:

- Possess working knowledge of the use of computer-aided design systems and integrated G.P.S equipment;
- Ability to work overtime as directed;
- Possess a valid class 'D' Illinois Driver's license free from incidence, which may result in license suspension or revocation;
- Ability to pass a personal interview, physical and drug screen when applicable;
- Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel).

Additional experience preferred for this position:

- Possess a minimum of two (2) years of professional experience with G.I.S; degree from an accredited college or technical school in the field of G.I.S, Geography, Surveying, Drafting, Computer Science, Engineering, Planning or a related field preferred;
- Working knowledge ESRI ARCGIS 10.6, ARC Portal, ESRI online, ARCGIS Pro, ArcSDE, Web Application Builder and SQL, Network and Server operating systems, as well as, all Windows desktop systems preferred;
- Drafting experience on public works-related construction projects preferred.

ADA COMPLIANCE

Physical Skills and Abilities Required:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects

and materials of light weight, ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Ability to sit (using a computer on a desk) for several or more hours straight with occasional short breaks; and stand for an hour or more at one time with occasional short breaks (i.e., moving computer equipment around, traveling/walking to other departments to assist them with requests).

Employee is expected to work in the necessary capacity to complete tasks, which may involve working after-hours and on the weekends.

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

Work Environment Factors:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Salary:

The salary range for this position is **\$78,724 - \$108,972**. The G.I.S Administrator will receive a very competitive benefit package and work 37.5 hours per week, plus any after-hours work that may be required, as directed by their supervisor.

Required test and screenings:

The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

IMPORTANT NOTICE – SUBMISSION OF APPLICATION

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or downloaded from the Village's website at www.addisonadvantage.org. Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101, emailed to KAugusewicz@Addison-il.org, or submitted personally to the Administration Department, Room 2100 of the Village Hall by no later than **5pm, June 21, 2021**. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.

Equal Employment Opportunity

Please refer to the Village of Addison website: www.Addisonadvantage.org, Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.