The Town of Bargersville is seeking a qualified and experienced **GIS Administrator** to join our team and play a key role in enhancing our Geographic Information Systems. This is an exciting opportunity to be a part of our vibrant and expanding community that is committed to providing excellent services to its residents. Bargersville is located in Johnson County, Indiana, just 20 miles south of downtown Indianapolis with two school districts: Center Grove Community School corporation and Franklin Community School corporation. Bargersville is the fastest growing community in Johnson County. Come be a part of our team, where our employees take pride in serving our community! The Town of Bargersville offers a competitive salary with an attractive benefits package.

<u>Summary</u>:

As the GIS Administrator, you'll be responsible for overseeing the development, implementation, and maintenance of the Town's Geographic Information Systems. This position involves managing spatial data, collaborating with various departments, and utilizing GIS technology to support decision-making processes.

<u>**Essential Functions and Responsibilities:**</u>

- Manages daily operations of Town GIS and ensures reliable operations of the Town's GIS network, including preparing grant applications and GIS utilization reports.
- Provides daily supervision and technical assistance to Town and various departments regarding use and operation of Town's GIS, including oversight and support for GIS web portal, and development of web-based GIS applications.
- Administers and coordinates Town's GIS operations, including determining project priorities, coordinating mapping efforts, reviewing and/or developing GIS software, establishing mapping procedures and data quality standards and procedure manuals and guides.
- Provides project oversight for consultants who complete GIS components, including recommendations to Town Council regarding additions or changes to GIS.
- Coordinates with various County departments and/or State agencies for consistency and reliability of data maintained.
- Provides data maintenance and procedures for department and/or agencies needing data maintenance.
- Maintains current knowledge of GIS software by attending training, workshops, seminars and/or various educational opportunities.
- Provides technical assistance and training regarding operations and utilization of GIS to staff and various individuals regarding operational GIS and website GIS.
- Installs, imports, and/or exports data files and ensures proper maintenance and updating of GIS data. Analyzes spatial data for geographic statistics and relationships to incorporate into documents and repo11s.
- Assists in integrating, managing, and installing data links between GIS databases and various County office databases.
- Supervises assigned staff and interns, including providing orientation and training, planning, delegating, and controlling work assignments.
- Assists with GIS related computer issues concerning hardware and software support.
- Performs related duties as assigned.

<u>**Qualifications:**</u>

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations that do not impose an undue hardship may be made to enable individuals with disabilities to perform the essential functions. In addition, the prerequisites listed below are representative of the knowledge, skill, and/or ability required.

- Comprehensive knowledge of GIS principles and related technology; ability to apply theories, principles, practices, techniques, and laws.
- Thorough knowledge of municipal operations, policies, procedures, applications, systems and technologies; comprehensive understanding of local, state, and federal agencies charged with GIS responsibilities and regulatory functions.
- Thorough knowledge of geo-database design, development, storage, and maintenance.
- Extensive knowledge and skill in GIS software application, and familiarity with CAD; fundamental knowledge of GPS and skill in use of GPS technology for data collection.
- Working knowledge of internet mapping applications and programming.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed repo11s.
- Ability to manage daily operations of municipal GIS and ensure reliable operations of the GIS network, including preparing reports on utilization of GIS.
- Ability to operate a variety of standard office equipment, including computer and GPS equipment.
- Proven ability to effectively communicate with co-workers, other Town departments, regulating agencies, and the public, including being sensitive to professional ethics, and cultural diversities/disabilities.
- Ability to define problems precisely, identify and combine relevant facts objectively and in perspective, and develop or produce new concepts, techniques, or programs.
- Ability to work independently with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.
- Must be able to work additional hours outside of normal business hours including nights and weekends as necessary; ability to respond to emergencies on 24-hour basis.
- Ability to read, analyze, interpret and prepare reports, business correspondence, procedures, ordinances, and governmental regulations.
- Must be able to drive a personal or Town-owned vehicle, possess a valid Indiana operator's license, and carry insurance or be insurable to the minimum extent required by the Town (and/or recommended by the Town's insurance carrier(s)

Education and/or Experience:

- Bachelor's degree in Geography, Engineering, Planning, Science, or GIS; equivalent combination of education and experience
- Minimum 3 years' experience working with ArcGIS Enterprise software and management.

Salary DOE

EQUAL OPPORTUNITY EMPLOYER

Please forward all resumes to: **kchester@bargersville.in.gov**