

**LEE COUNTY
CLASSIFICATION SPECIFICATION**

CLASS TITLE: Information Technology (IT)/Geographic Information Systems (GIS) Administrator
CLASS CODE:
FLSA STATUS: EXEMPT
UNION: NO
SUPERVISOR(S): BOARD OF SUPERVISORS

NATURE OF WORK:

Work involves coordination and monitoring of the County's information technology functions including County-wide technology needs assessment, development and support of in-house or third-party computer applications and management of County's LAN/WAN network, telephone systems, computer hardware including personal computers & laptops, printers, cabling and the IBM iSeries computer and software.

GIS work involves maintenance and growth of the County-wide Geographic Information Systems (GIS) databases. Provide GIS training and technical support to other Lee County departments and employees. Compile data required for project development and map products, including aerial photography, survey notes, records, reports and original maps to ensure completeness and accuracy.

Work is performed according to applicable data/information security laws and regulations, County guidelines, software licensing agreements, and applicable agreements and contracts with insurance agencies. Work is reviewed by users for customer service and by the Board of Supervisors for program results.

FAIR LABOR STANDARDS ACT AND OTHER CLASSIFICATION:

In accordance with the Fair Labor Standards Act requirements, this position is classified as salaried exempt and as a computer professional.

ESSENTIAL JOB FUNCTIONS:

Serve as the principal management official in the planning, development and control of the County's information technology function, working closely with the departments and agencies of the County in all facets of information technology.

Formulate goals and objectives for the County's data information systems to sustain service demands.

Prepare and present budget for Board of Supervisors approval.

Perform special projects as assigned by the Board of Supervisors.

Coordinate and oversee maintenance needs for LAN/WAN and IBM iSeries equipment in all county buildings located through-out the county.

Coordinate and oversee maintenance needs for telephone systems in county buildings located throughout the county.

Coordinate programming and technical support functions, organizational direction and hands-on support during the design and administration of information technology systems and networks.

Consider acquisition of new equipment and/or software for applications as appropriate.

Assist departments with needs requirements and hardware/software selection processes.

Negotiate contracts for the leasing/purchasing of computer and communication equipment, software and services used by the Information Technology systems users.

Serve as designated chairperson of the Information Technology Committee.

Review, prepare and present Information Technology Department claims for payment.

Prepare and present inter-departmental billings for Information Technology reimbursement.

Maintain familiarity with data security and information security laws and regulations, including data breach reporting requirements under Iowa and federal law.

Review County insurance contracts and agreements to assure compliance with cyber-insurance requirements as applicable.

Provide information and training to Departments and agencies regarding common cyberthreats and avoidance methods as requested by Department heads.

Periodically review information security and social media provisions of handbooks/policies and provide opinions regarding reliability of data breach avoidance procedures.

Create new and maintain existing map layers and GIS data relative to projects and day-to-day operations. Examples would include property lines, roads, drainage districts, 911 mapping, conservation and field data collection. Examine and analyze data from ground surveys, civil engineering, plot maps, aerial photographs, original maps and/or other data to ensure completeness and accuracy.

Map analysis and design, including production considerations such as scale, size, projection and colors and output to ensure that specifications are followed.

Build, maintain and update databases using GIS and related software. Develop and maintain links between various databases. Provide GIS software support to other Lee County offices.

Support cadastral GIS editing and processes.

Prepare maps and data requests for the public, when requested. Prepare invoices according to guidelines outlined in the Lee County GIS Data & Pricing Schedule.

Keep current with federal/state mandated laws and operating regulations. Attend applicable job related training, workshops and seminars.

Maintain confidential Lee County operations and employee information.

May perform other duties as assigned by the Board of Supervisors.

Attends work regularly and punctually at the designated place and time.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in and outside an office setting requiring frequent verbal and written communications with others and requiring manual dexterity to operate office equipment. Work may require the employee to sit for extended periods of time, stand, bend, reach, work at a counter, and occasionally lift and carry items weighing less than 50 pounds.

Some travel may be required, including occasional overnight travel.

APPLICANT PREREQUISITES:

Associate's Degree in Geographic Information Systems (GIS), geography, planning, architecture, civil engineering, computer science or related field; or 2 – 3 years of related on-the-job experience using GIS and mapping software and technology; or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Basic knowledge of computers including software i.e. MS Office and ArcGIS Desktop products.

Ability to research, collect, enter and analyze data from other resources and incorporate into the Lee County databases.

Ability to read, understand, and apply Lee County, state and federal regulations and procedures.

Knowledge of data security and information security laws and regulations, including data breach reporting requirements under Iowa and federal law.

Ability to perform basic math such as adding, subtracting, multiplying and dividing. Ability to draw and interpret graphs and charts.

Basic knowledge of surveying principles, practices and techniques. Basic knowledge and understanding of property legal descriptions.

Flexibility in adjusting to changing circumstances, information, employee and customer needs.

Ability to take initiative and work independently with little or no supervision. High level of integrity and ability to maintain confidentiality. Must be reliable, responsible and dependable in fulfilling obligations.

Ability to organize, plan and prioritize work. Must possess problem solving skills and analytical skills in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.

Ability to effectively communicate and present information and respond to Lee County officials, Lee County employees and diverse members of the general public.

Ability to prepare written or verbal reports, general correspondence and lists.

Ability to develop and maintain effective working relationships with officials and employees in other Lee County departments, the public, other government entities and other external sources.

Understand and practice safe work habits in the office and in the field.

Ability to obtain and maintain a valid driver's license and is insurable under Lee County's vehicle insurance program.