City of Dunedin, Florida
Class Description

Position Title: IT Database Administrator
Information Technology Services Department

GENERAL STATEMENT OF JOB

Under general supervision, this position performs duties associated with coordinating the overall development and technical support of the various ERP and internal Citywide databases, and the Geographic Information System (GIS) on multiple platforms. Position is required to exercise considerable initiative and independent judgement. Responsible for conducting studies of departments or sections of departments to identify areas where the application of GIS technologies and/or database programming/reporting can be used to facilitate improvements in the quality of work and efficiency of the workers in that area. Expected to make recommendations for GIS applications and GIS data to be made available for public consumption. Other responsibilities include supporting the technical GIS needs of existing GIS customers, performing maintenance and update of GIS data, conducting spatial analyses, map creation, and automating repetitive tasks; and performs related duties as assigned. Reports to the Director of Information Technology Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Primary responsibility to maintain and support the City's ERP solutions to assist the various departments with implementation, software integrations, data extraction and reporting.

Install, upgrade, configure and maintain Autodesk Products, ESRI and Web applications, SQL servers, ESRI ArcGIS Enterprise, ArcGIS Online, and other ESRI applications.

Manage users, groups, security and procedures for all ESRI ArcGIS Enterprise, ArcGIS Online, SQL Database and Custom based Web applications.

Build and support mapping applications, tools, dashboards and templates and other GIS services for public use, the City's enterprise software data or staff resource center, and field data collections, such as asset GPS collections.

Develop and maintain Spatial (feature classes and domains) and Non-Spatial datasets (custom based Web applications).

Train staff on GIS workflows, procedures, layer symbology, maps, layouts and theming to City Standards.

Manage, construct, and assist with updating and maintaining spatial data within the GIS system that are required by a variety of departments.

Develop simple to complex Procedures, Triggers, Database Views, SQL, TSQL scripting and job automations.

Perform data mining, scrubbing, conversions, integrations and/or importing and exporting data to/from the City's enterprise software systems, 3rd party software, or other datasets.

Develop and maintain web applications that can be used to create, update or retire records that can be used from spatial or non-spatial datasets developed from the SQL server. Web applications may include multiple data or table relations to achieve desired results within a work flow that could be integrated with GIS or standalone as needed.

Facilitate data sharing, integration and automation between CAD and GIS, including moving from a CAD based spatial data editing to ArcGIS editing infrastructure.

Meets with consultants/vendors/contractors for GIS matters as needed.

Performs documentation of the workflows and/or datasets.

Monitors and maintains the SQL servers, ESRI, ArcGIS Enterprise, ArcGIS Online day-to-day operations.

Ability to work collaboratively in a team environment.

Strong problem-solving skills with an attention to detail.

Works with staff and departments to understand needs.

Ability and willingness to multitask or change direction as needed.

Keeps current with changing technology.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office work as required, including but not limited to attending meetings, answering the telephone, typing reports and correspondence, copying and filing documents, faxing information, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in computer science, computer information systems, GIS/geography or a related field, with six years of experience in project design and drafting.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

GISP certification is preferred.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be required to stay on premises during a declared state of emergency, or as otherwise mandated.

Ability to self-motivate.

Ability to travel to various City facilities to support desktop computer equipment.

The essential functions of the job require: sitting approximately four (4) to six (6) hours per day, standing approximately two (2) to (4) hours per day, and walking approximately one (1) to two (2) hours per day. Frequently the job requires: bending/stooping, crawling, fine manipulations, grasping, kneeling, pushing, reaching, repetitive motion, and light lifting/carrying (objects weighing less than 15 pounds). Occasionally the job requires: climbing and pulling, and moderate lifting/carrying (objects weighing 15 to 44 pounds). Rarely the position requires: heavy lifting/carrying (objects weighing 45 pounds and over).

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of a Cad/GIS Database Administrator. Is knowledgeable in the laws, ordinances, standards and regulations

pertaining to the specific duties and responsibilities of the position. Has knowledge of the principles, theories, practices and methodologies of engineering, drafting and other fields applicable to the requirements of the position. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

Strong Proficiency in ESRI ArcGIS Server and ArcGIS Online administration and configuration. Knowledge of ArcGIS Enterprise and related applications such as Portal for ArcGIS, ArcPro, ArcMap and ESRI Fieldmaps. Understanding of GIS data management, analysis, and visualization. Proficiency and understanding of GIS and non-Spatial asset management.

Working knowledge of Web Development software such as Visual Studio. Working knowledge of Autodesk Products including AutoCAD for ArcGIS Plugin. Understanding and experience with database design, database security, database monitoring and database tuning. Sound knowledge of Programming/scripting skills (SQL, TSQL, Python, ArcPy, Arcade, VBA, VB Script, VB.net, HTML, Javascript, AutoLISP, and VisualLISP).

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance, instruction and/or interpretation to others on how to apply procedures and standards to specific situations. Shares knowledge with managers, supervisors and co-workers for mutual benefit. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective user training and support as required.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to set up small to moderate scale equipment and machinery. Includes the ability to install and alter various components of such according to work orders and/or specifications. Has knowledge of the areas of computer software/hardware installation and maintenance, system design and installation, government procurement, user training and support, etc. Has knowledge of and skill in the use of modern office equipment.

Verbal Aptitude: Requires the ability to use a wide variety of reference, descriptive, advisory and/or design data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference. Has the mathematical ability to handle required calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:

Michael P. Nagy

_____   October 17, 2024

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Michael Nagy   Date
Director, Information Technology Services