JOB DESCRIPTION

Town of Hopkinton

GIS/IT DIRECTOR

GENERAL SUMMARY:

Under the direction of the Town Manager, the GIS/Information Technology Director is responsible for the technical, analytical and supervisory duties involved in the designing, development, implementation and coordination of the GIS mapping and information system for the Town of Hopkinton. Responsible for parcel base map, integrated GIS database with multiple layers, internet mapping, user needs assessment, system administration and keeping existing maps and databases updated.

ESSENTIAL FUNCTIONS:

1. Assist in planning, design, documentation and implementation of various systems to include geographical information systems, desktop workstations, servers, network equipment, peripherals and software applications;

2. Monitor, plan and coordinate distribution of client/server software and service packs;

3. Perform on-site and remote technical support;

4. Create and maintain technical documentation;

5. Skilled in the use of applications such as MS SQL Server, ArcInfo, ArcView, ArcIMS, Image Analysis, Network Analysis, Arc Publisher, Access, and Crime Analysis;

6. Exercise considerable amount of decision making regarding the manipulation of data and guide the Town policy making regarding GIS matters;

7. Provide Town departments with information about the natural and man-made features of Hopkinton, including land parcels, topographical features, drainage patterns, boundary lines, easements, infrastructure, existing structures, zoning, property ownership and land use; and

8. Perform other duties, as assigned.

OTHER FUNCTIONS:

1.   Develop and maintain GIS and computer systems for the Town;

2.   Coordinate GIS efforts within the Town and departments;

3.   Develop specifications for additional GIS and GPS related hardware and software;

4.   Maintain inventory of Town maps as related to GIS (converts from CAD when necessary);

5.   Prepare, update and distribute GIS maps and new information as they become available;

6.   Provide GIS and other database development, management and maintenance;

7.   Provide general public information services;

8.   Collect data and perform analyses as needed;

9.   Keep current with new GIS and GPS information and technology;

10.   Attend meetings and conferences as requested or approved;

11.   Maintain good public relations;

12.   Conduct studies and prepare reports for the Town Manager related to the operation and activities of the GIS/IT Department;

13.   Develop, administer and maintain the Town's web site;

14.   Coordinate the input of GIS data and dissemination of cartographic (map) output;

15.   Develop long-range plans, goals, objectives and priorities to improve operational efficiency and effectiveness;

16.   Track time-sensitive projects and assignments to ensure timely completion;

17.   Research, write and administer grants;

18.   Communicate with the general public, vendors, management, and contractors in order to coordinate and administer the use of GIS projects and data; and

19.   Remain current on job-specific knowledge by attending training courses and professional organizational meetings, and reading job-related professional journals/publications.

JOB QUALIFICATIONS:

1. Must possess a Bachelor's degree in computer science, planning, engineering, or other related field;

2. Must possess at least five (5) years' experience in GIS database development and analyses, or other related field;

3. Experience with Windows Server 2012, ESRI ArcGIS Software Suite and ArcEditor MS-SQL, wired and wireless LAN/WAN, TCP/IP, VPN, cat5 and fiber optic networks. Knowledge of basic cartographic and land surveying principles preferred. Governmental experience highly desirable;

4. Basic knowledge of principles and practices of GIS systems, data collection, databases and mapping;

5. Computer proficiency and the ability to review and interpret job related plans;

6. Demonstration of oral and written communication;

7. Ability to quickly comprehend a wide range of technical concepts;

8. Knowledge of database construction, developing normalized tables and interfacing with different database systems such as Access relational data repositories;

9. Knowledge of GIS spatial application development techniques;

10. Knowledge of digitizing and data manipulation procedures for geographic information systems;

11. Knowledge of symbols and terminology used in civil, architectural or electronic engineer drawings;

12. Interpretation of graphic representations of infrastructure and the use of graphic materials such as blueprints, as-built, site plans and legal descriptions in order to illustrate or clarify information;

13. Knowledge of modern office practices, procedures and equipment required to perform office functions in an efficient manner;

14. Coordinating and integrating information systems;

15. Geographic data processing and analysis; and

16. Deal courteously, effectively and promptly with the public and Town staff.

WOR<u>K**ING CONDITIONS**</u>**:**

1.   Work is primarily performed in an office setting;

2.   Travel to other buildings in Town required;

3.   Ability to work under stressful or changing conditions;

4.   Able to work effectively as a team member;

5.   Make presentations to small and large audiences; and

6.   Able to organize, prioritize and perform multiple tasks.

<u>SALARY, BENEFITS, AND HOURS</u>:

1.   Salary and benefits are negotiated between the Town of Hopkinton and the Town Manager in a separate contractual agreement that must be subsequently approved by the Hopkinton Town Council.

2.   This is a full-time, non-union position.

September, 2020