

## GIS ADMINISTRATOR

The City of Harrisburg is accepting applications for GIS Administrator in the Department of Administration, Bureau of Information Technology. The GIS Administrator is a key technical resource and support for the Bureau of Information Technology. This position is responsible for maintaining GIS and related data and developing web mapping applications for various City bureaus and the public. The GIS Administrator provides overall management and technical assistance to users of GIS; maintains and expands all resources including data software and hardware so that users can efficiently and effectively use their GIS-based applications; coordinates GIS efforts to optimize the utility and value of all digital data equipment and other required resources; assists in the management of other city databases; develops and enforces digital data standards and practices to promote a GIS resource that can be confidently incorporated into other city-wide applications; documents and distributes information about GIS data resources to users; develops web maps and applications for city bureaus and the public; edits and creates GIS data; and provides training to city staff on the use of GIS integration. The position reports directly to the Director of Information Technology or designee. This is a management, FLSA-exempt position.

Applicants must possess a bachelor's degree in Computer Information Systems (CIS), Geographic Information Systems (GIS), Computer Science or Engineering, or another relevant field and/or GIS certification. Master's degree in Geography or GIS or GISP certification preferred. Three (3) to five (5) years relative GIS work experience required. Four (4) or more years of experience with ESRI ArcGIS Online platform; ESRI ArcGIS desktop products for GIS data development, processing, and analysis; and ESRI ArcGIS Server products for map service and database administration. Two (2) or more years of experience with Microsoft Office products (namely Access and Excel). One (1) or more years of experience with GIS Application Development on Flex or JavaScript APIs and with Agile Development Experience (SCRUM). A valid Pennsylvania Driver's License, Class C, or equivalent is also required.

The annual salary range is \$65,000 to \$68,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**Job Title****GIS Administrator****Department of Administration – Bureau of Information Technology****Definition**

The GIS Administrator is a key technical resource and support for the Bureau of Information Technology. This position is responsible for maintaining GIS and related data and developing web mapping applications for various City bureaus and the public. The GIS Administrator provides overall management and technical assistance to users of GIS; maintains and expands all resources including data software and hardware so that users can efficiently and effectively use their GIS-based applications; coordinates GIS efforts to optimize the utility and value of all digital data equipment and other required resources; assists in the management of other city databases; develops and enforces digital data standards and practices to promote a GIS resource that can be confidently incorporated into other city-wide applications; documents and distributes information about GIS data resources to users; develops web maps and applications for city bureaus and the public; edits and creates GIS data; and provides training to city staff on the use of GIS integration. The position reports directly to the Director of Information Technology or designee. This is a management, FLSA-exempt position.

**Job Location**

Work is performed at the Martin Luther King, Jr. City Government Center and the McCormick Public Services Center and at other worksites within the City. Duties are typically performed weekdays with the ability and willingness to work before or after normal business hours when required.

**Essential Functions**

Responsible for development of new systems, story maps, mobile inspection/collection applications, and open data portals and support of various GIS efforts for the City of Harrisburg. Provides technical insight and recommendations to determine GIS policies, goals, and objectives. Formulates implementation options and strategies, directs and conducts research, and converts strategies to action plans with timetables and deadlines. Produces custom maps upon request; utilizes various mapping and cartography skills to finalize computerized cartographic hard copy maps; writes system commands to isolate various criteria and demographics to be included in map content; and creates various layers of maps illustrating targeted areas of interest. Researches records of plats and property descriptions to determine property location, boundaries, and size; digitizes appropriate changes or additions to existing maps; and resolves issues related to property descriptions. Supports overall City initiative of data transparency, data collection, and system reusability. Develops applications using ArcGIS Online templates. Sets up replication and ETL processes to sync database systems. Responsible for GIS Database design and implementation and conversion/processing of GIS data to meet project needs. Ensures software and hardware is up-to-date using cost-effective strategies. Provides technical support for desktop and online GIS users within the city. Develops, supports,

**Job Title****GIS Administrator****Department of Administration – Bureau of Information Technology****Essential Functions (Cont.)**

and maintains GIS integration with other enterprise systems (CrimeWatch, LexisNexis, GeoTime, In-Synch, etc.). Establishes and maintains an effective working relationship with co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner. Maintains regular, punctual and predictable attendance.

**Non-Essential Functions**

The GIS Administrator is required to perform all similar or related duties.

**Required Knowledge, Skills, and Abilities**

- Strong technical background; proficient in ESRI Platform (including ArcGIS Desktop, ArcGIS Pro, Portal for ArcGIS and ArcGIS Online), Enterprise Geodatabases - ArcSDE, and ArcGIS Server/REST endpoint services
- Experience with relational database management systems such as Microsoft Access, Oracle, Microsoft SQL Server, Networking concepts.
- Demonstrated knowledge of GIS concepts and analytical techniques
- Advanced ArcGIS Desktop skills
- Scripting or programming experience
- Experience with cartography
- Web-based programming/development
- Highly proficient in Microsoft Word, PowerPoint, Excel, Publisher and Access with specific experience in creating excel spreadsheets to perform calculations.
- Strong written and verbal communication skills, including interpersonal and listening skills.
- Skill in technical writing, including proposals, user manuals, documentation, reports, presentations, and memos.
- Superior analytical and problem-solving ability
- Proficient data processing skills with the ability to troubleshoot and diagnose software and hardware operational problems.
- Ability to communicate effectively and explain problems in non-technical language.
- Ability to conduct independent research.
- Ability to work independently with minimal supervision.
- Must be self-starter with a desire to stay current with modern and emerging technology.

**Qualifications**

Bachelor's degree in Computer Information Systems (CIS), Geographic Information Systems (GIS), Computer Science or Engineering, or another relevant field and/or GIS certification. Master's degree in Geography or GIS or GISP certification preferred.

**Job Title**

**GIS Administrator**

**Department of Administration – Bureau of Information Technology**

**Qualifications (Cont.)**

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