

GEOGRAPHIC INFORMATION SPECIALIST

THE PURPOSE: The Geographic Information Specialist analyzes and maintains land use data in the MPROP (Master Property File) and in the MAI (Master Address Index) and assists in the maintenance of land use mapping. Position will also serve as the lead worker in producing and plotting large format graphic files and will provide technical support of graphic output devices.

ESSENTIAL FUNCTIONS:

- Utilize Geographical Information Systems to create computer graphic files necessary for planning and development activities
- Analyze property and land use data from a variety of sources necessary to maintain the Master Address Index (MAI) and Master Property (MPROP) files, perform the appropriate changes to these files and develop communication among various departments relating to anomalies in land use data and maintenance
- Act as the lead contact person for the Neighborhood Identity Project, compile and maintain a list of neighborhood organizations, maintain neighborhood maps on the graphics system including determining when changes are needed, conduct historical research and establish neighborhood contacts for the purpose of writing and updating neighborhood profiles
- Analyze the needs of internal and external customers (departmental personnel, Common Council members, community groups, governmental agencies and the general public), determine the programming language necessary to produce reports for customers, run custom reports on data programs and assemble land use base maps on computer graphics system as requested
- Instruct departmental personnel on various topics including assessing and interpreting **Department of Neighborhood Services** files, Assessor's Office files and the Master Property File
- Run queries and process requests for mailing lists, labels or property-related data using the GIS system for various city departments
- Assist INFO Center Supervisor in occasional graphics demonstrations relating to GIS functions
- Draw new "under construction" buildings on maps
- Perform other job-related responsibilities as assigned

MINIMUM REQUIREMENTS

1. An Associate's degree or successful completion of 60 college credits with a major emphasis in Urban Planning, Geography, Information Technology or other closely related program. *(Copies of college transcripts must be submitted with application. Unofficial copies are acceptable).*

OR

Two years of experience performing duties closely related to the essential functions above.

NOTE: Equivalent combinations of education and experience may also be considered

2. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of automated mapping
- Knowledge of Geographic Information System theories and principles
- Ability to develop challenging mapping and data assignments
- Knowledge of ESRI (GIS & Mapping software)
- Knowledge of Microstation
- Oral communication skills
- Written communication skills
- Interpersonal skills
- Training skills
- Customer Service skills
- Knowledge of Windows 2000, Windows XP Operating systems
- Knowledge of database query processes
- Ability to work with Microsoft Excel
- Knowledge of Adobe software

THE CURRENT SALARY RANGE (558) IS: \$43,910 to \$53,941 annually.