

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: GIS SPECIALIST

Reports To: Designated Supervisor

UW Job Code: 5273

UW Job Family: 51 - Technicians

SOC Code: 17-1021

FLSA: Exempt

Pay Grade: 20

Date: 2-21-08 (revised 9-22-15; 4-1-22)

JOB PURPOSE:

Perform skilled precision data population, management, and analysis to assist in the development of comprehensive Geographic Information Systems (GIS).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create, manage, edit, analyze and display geospatial data. This involves communicating, planning, and collaborating among all departments regarding the development, maintenance, integration, and utilization of GIS data to reduce data redundancy and promote efficient data sharing. Create accurate grid references utilizing appropriate GIS software, coordinate geometry, and graphics to correspond with the information and/or design drawings, legal surveys, and maps to update information for infrastructure mapping.
- Implement and provide constructive feedback for the enhancement of GIS standards and quality control methods for populating and maintaining spatial databases. This includes working closely with the staff of Real Estate Operations, Utilities, Construction, and Space Management to develop best practices for converting CAD documents to GIS format, entering data from various media types, producing digital data from hard copy documents, and creating standard feature class symbology. This also includes collaboration with campus units, contractors, consultants, and outside vendors to ensure the accuracy and timeliness of information produced, including data deliverables that meet minimum geospatial data standards.
- Audit, update, document, and organize property, facility, and utility data in the form of records, maps, and drawings. Supervise and assist in field verifying and site survey fieldwork of property, facility, utility, and topographic data. Create and maintain digital drawings from the various GIS datasets. Provide production services including GIS map printing and the reproduction of cartographic representations for various projects.

- Create web-based GIS applications for the use of UW campus-wide Departments and public consumption (ex. Campus Tour map) -requires working with many external government agencies including city, county, state, and federal agencies.
- Conduct field surveys and inspections to update property files and building floor plans. Interpret and prepare data such as field notes, plats, and legal descriptions; take measurements using various tools and electronic devices; calculate square footage, update topographic features, verify use/occupancy of space, take photos, and address information for use in analyzing data and updating maps.
- Maintain ArcGIS Portal Server. This includes adding new users, updating services that are consumed in web-based maps, and permissions to the services. Create/maintain landing page for links to all the web-based map applications.
- Work with Risk Management to update building values in the database and provide spreadsheets with accurate data.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Collaboration
- Technical/Professional Knowledge
- Independence
- Initiative
- Quality Orientation
- Motivational Fit

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Advanced facility mapping and surveying techniques.
- Advanced data gathering methods.
- Digital cartography methods, concepts and practices.

- Reading interpreting, maintaining, and modifying geospatial data utilizing GIS, CAD, and/or database applications.
- Personal computer usage including operation of GIS applications.
- Records management concepts and methods.
- Time management concepts and techniques.
- Troubleshooting computer software applications for GIS and GPS mapping applications.
- Current technological developments or trends in GIS.
- SQL Server Management Studio.

Skills and Abilities to:

- Work with and under direction from other staff.
- Schedule project work to meet frequent deadlines.
- Work with detailed information and produce accurate results.
- Work as a team member and foster a cooperative and collaborative team environment.
- Follow detailed written and oral instructions.
- Maintain complete and accurate records; prepare and interpret detailed maps and drawings.
- Communicate ideas and concepts clearly and concisely.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment. Occasional travel to land sites and facilities.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.