



City of North Charleston Vacancy Notice

Position: GIS DEVELOPER
Department: GIS
Pay Grade: 117 (\$66,930 – \$100,395)

GENERAL STATEMENT OF POSITION

Under general supervision of the GIS Director, develops and maintains GIS applications and geoprocessing functions to meet the needs of the city and its customers. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a bachelor's degree in GIS, computer science, or a related field supplemented by two to three years of experience in GIS application development, or general web or software development, GISP preferred; or

Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Posted: 05/17/2023

Deadline: Until Filled

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina
An Equal Opportunity Employer

Job Title:	GIS DEVELOPER		Job Code:	508
Core Comp Group	ADMINISTRATIVE		FLSA:	EXEMPT
Pay Grade:	117			
Effective Date	02/11/2022	Revision A: Risk	M. COLE 02/11/2022	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	GIS		Dept. #	418
Location:	City Hall		EM Status:	
Reports To:	Director of GIS			

Summary Objective

Under general supervision of the GIS Director, develops and maintains GIS applications and geoprocessing functions to meet the needs of the city and its customers.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Develop, program and maintain GIS applications, geo-processing tools and other projects to support city business processes.
- Uses ESRI ArcGIS products including but not limited to ArcGIS online (AGOL)/Portal for Enterprise, ArcGIS Desktop software, ArcGIS Server, as well as other software and office products related to the development and maintenance of GIS applications.
- Analyze city processes, employee and customer needs and provide resolutions.
- Recommend new technologies and techniques for application development.
- Assist in data QA/QC to ensure application stability.
- Make presentations and demos to assist in training.
- Assist with the internal wiki, building technical documentation, manuals and policies.
- Maintains knowledge of GIS technology and trends by attending local GIS user meetings and training courses as needed, both online and in person.
- Maintains knowledge of current programming technology, APIs and other related technology trends.
- Operates a variety of office equipment including computers, mobile devices, servers, and large format printers.
- Interacts and communicates with various groups and individuals such as the GIS Director, GIS Staff, city departments, other government agencies, engineer firms, contractors and the general public.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required

Knowledge, Skills and Abilities

- Knowledge of and ability to work with GIS data, technology and applications in a local government setting.
- Knowledge of and ability to work with ESRI suite of software products.
- Knowledge of and ability to understand web API development tools including but not limited to JavaScript, PHP, HTML, CSS, Python.
- Ability to train GIS staff and end users on GIS data and applications.
- Ability to conduct research into GIS issues and products as required.
- Ability to analyze and problem solve.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

- Requires a bachelor's degree in GIS, computer science, or a related field supplemented by two to three years of experience in GIS application development, or general web or software development, GISP preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Tasks may require extended periods of time at a keyboard or workstation.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- None

Special Certifications and Licenses

- Valid South Carolina Driver's License
- GISP preferred

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.



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