

**GIS ADMINISTRATOR / WEB DEVELOPER  
EVANSVILLE-VANDERBURGH COUNTY AREA PLAN COMMISSION**

**SALARY RANGE**

**INITIATION \$43,277**

**SIX MONTHS \$45,367**

**POSITION GRADE**

**PAT VI**

The Evansville-Vanderburgh County Area Plan Commission is currently taking applications for its GIS Administrator / Web Developer position. The Area Plan Commission is the land use planning agency for the City and County, and is primarily responsible for administering the Zoning and Subdivision Codes.

Incumbent serves as the GIS Administrator / Web Developer for the City of Evansville – Vanderburgh County Area Plan Commission and is responsible for the management and further development of the GIS systems, web online services, and applications for current and future projects. The incumbent also provides technical and software support for the department. The successful candidate must be detail oriented, have exceptional computer skills, have the ability to learn quickly, multi-task, and to correctly read deeds and maps.

Employee is primarily responsible for the editing and maintenance of GIS Data, management of the APC website and GIS Web applications, hardware and software application support, and works with staff and the public regarding the zoning and subdivision codes.

Attached is a detailed position description and breakdown of the expectations for the GIS Administrator / Web Developer position.

Submit resume and Vanderburgh County employment application by November 21, 2018 to:

City of Evansville-Vanderburgh County Area Plan Commission  
Room 312, Civic Center Administration Building, 1 NW Martin Luther King Jr. Blvd.  
Evansville, IN 47708-1833;

Or by email at [kyokel@evansvilleapc.com](mailto:kyokel@evansvilleapc.com).

An Equal Opportunity Employer.

**POSITION DESCRIPTION  
COUNTY OF VANDERBURGH, INDIANA**

**POSITION:** GIS Administrator/Web Developer  
**DEPARTMENT:** City of Evansville-Vanderburgh County Area Plan Commission  
**JOB CATEGORY:** PAT VI  
**SUPERVISOR:** Executive Director

Updated: October 2018

**SUMMARY**

Incumbent serves as the GIS Administrator/Web Developer for the City of Evansville-Vanderburgh County Area Plan Commission and is responsible for the management and development of the GIS systems and web online services and applications for current and future projects. Provides technical and software support for the department.

**DUTIES AND ESSENTIAL FUNCTIONS**

Responsible for the editing and maintenance of GIS Data:

- APC Errata – Layer indicating land division that does not meet subdivision code requirements
- Deed Lot – Land division created by way of deed
- L.O.R – Lots of Record
- Parcels – Parcel boundaries
- Public Hearing – Upcoming public hearing petitions
- Site Review Projects – Commercial site review projects
- Special Use Docket – Special use filing boundaries
- Street Network – Street network centerlines
- Subdivisions – Recorded subdivision boundaries both minor and major
- Sub Lot –Subdivision parcel lot lines
- Zoning – Zoning petition boundaries and classification
- Zones With Conditions – Identifies zoning petitions with specific commitments

Responsible for management of websites and GIS Web applications:

- Area Plan Commission Home Page - Serves as the content manager for [www.evansvilleapc.com](http://www.evansvilleapc.com).

- Area Plan Commission's ArcGIS Online for Organizations – Cloud based GIS data, web map applications host site. Serves as current site administrator.
- Area Plan Commission Open Data Portal – Online GIS data repository allowing public access to enterprise data. The public can download data for online or offline use in any application that supports open machine readable formats such as CSV, KML, or Shapefile and APIs.
- Subdivision Data Search – Database information search allowing public access to recorded subdivision information with the ability to view subdivision plats.
- Docket Data Search – Database information search allowing public access to current and archival public meeting hearings. Information includes request type, location, meeting date and Commission action.
- Site Review Project Status – Web mapping application that centralizes Site Review Committee comment and approvals from reviewing agencies. All new commercial development can now be followed through the permitting process, and its status updated in real time by committee members.
- Public Hearing - Web mapping application showing upcoming public hearing petitions and corresponding information.

Responsible for hardware and software application support:

- Provides ArcGIS editing and software support within the department.
- Provides support for Tyler Munis permit application.
- Assists with installations and upgrades of software.
- Serves as point of contact with IT contractor to resolve any technical issues within the department.
- Manages public GIS data requests.
- Assists public with web map / application issues.
- Assists with departmental hardware and software needs and makes recommendations for purchase or budgeting.

Responsible for GIS special analytical projects, including performing geospatial analytics and mapping for city/county planning reports for APC and other agencies upon request:

- Comprehensive Plan – Compiles, analyzes and edits data to aid in illustrating current and future land use, population, and housing demographics to assist in policy development.
- Annual Reports (Annual Project) – Utilization of permitting data to illustrate residential and commercial growth throughout the county along with other geostatistical analysis.
- Census Boundary Annexation Survey (Annual Project) – Reviews census boundaries for accuracy. Makes corrective edits to submit to the United States Census Bureau using GIS applications.

GIS Administrator duties for the APC office include:

- Manages data conversion, designs, developments, training and quality assurance for GIS software systems applications.
- Develops, implements and manages GIS data and its organizational structure/database environment. Analyzes and interprets spatial data used in the production of maps, reports, and other products.
- Manages activities involving GIS projects. Develops and implements methodologies for creation and use of spatial data, including digitizing, editing, coding, and annotating line, point and polygon data.
- Consults with APC staff in the development of GIS plans, goals and objectives.
- Coordinates GIS activities between staff and other external agencies. Retrieves, processes and analyzes archive spatial data.
- Provides training for staff in the use of GIS.
- Functions as office database administrator for all GIS related processes and projects.
- Determines budgetary requirements for GIS systems and provides long-range planning related to GIS.
- Maintains current knowledge of trends and developments in the geographic information systems field for application to responsibilities under charge.

Web Developer duties include:

- Creates the technical aspects of websites and supports existing infrastructure.
- Confers with the Director to discuss ideas for the layout and organization of the site.
- Organizes content and maintains existing web applications.

Assists in administering the subdivision and zoning ordinances:

- Answers public inquiries regarding city and county zoning and subdivision ordinances.
- Completes issuance of both residential and commercial improvement location permits.
- Works with the public to resolve code compliance issues.
- Reviews commercial site development plans for code compliance.

Utilize knowledge of Area Plan Commission application/filing procedures, i.e. rezoning, variance, special use, subdivision and site review and identifies workflows for each of these processes.

Perform related duties as assigned.

## **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Ability to explain and apply the Area Plan Commission and Board of Zoning Appeals laws, regulations, guidelines and codes to real world situations.

Knowledge of local, state and federal rules and regulations regarding land use, and ability to read and interpret various maps.

Ability to communicate tactfully and effectively with a wide range of individuals, including federal, state, and local officials, and members of the general public.

Knowledge of English grammar, spelling and punctuation and ability to clearly express thoughts verbally and in writing.

Ability to follow all personnel policies and rules of the organization.

Strong experience with ESRI software (Arc Catalog, ArcMap, Toolbox, ArcGIS Pro).

Understanding of GIS data, applications, geodatabases and related editing and management methodology.

Ability to create GIS datasets.

Ability to perform Spatial Analysis on existing or newly created GIS data.

Ability to geo-reference CAD drawings to GIS data.

Ability to create and maintain database applications both web-based and desktop.

Knowledge of key cartography and topography concepts.

Able to effectively manage time and prioritize projects in order to properly support daily operations.

Possess experience with AutoCAD to GIS conversion.

Ability to read legal descriptions and transpose using COGO functions in GIS or AutoCAD.

Be familiar with industry terminology and symbology.

Must have a high degree of computer literacy with strong proficiency in Microsoft Office.

Able to attend conferences and workshops pertinent to the efficient GIS administration of the department.

Be self-motivated and able to work well independently and in team settings.

## **LICENSE AND CERTIFICATION REQUIREMENTS**

ArcGIS Desktop Associate Certification OR Minimum of 4 Years in GIS/IT Work Experience