

TAB 13



City of Palmetto Agenda Item

Meeting Date

9/29/10

Presenter: **Jeff Burton**

Department: **CRA**

Title: **CITY-Part-time Temporary GPS FIELD TECHNICIAN/GIS ASSISTANT**

BACKGROUND:

STATUTORY AUTHORITY FOR CRA STAFFING

Florida Statute 163.365 CREATION OF CRA

(d) At any time after the creation of a community redevelopment agency, the governing body of the county or municipality may appropriate to the agency such amounts as the governing body deems necessary for the administrative expenses and overhead of the agency, including the development and implementation of community policing innovations.

This 100P Grade part-time position will be paid \$7.25 (Florida minimum wage) for 10 hours per week. The temporary aspect of the position is intended to reflect that a student in High school or college will hopefully graduate and aspire to full time employment.

Actions:

The Palmetto CRA wishes to:

1. Continue the collection of field geographic coordinates for CRA amenities.
2. Perform field surveys for future proposed projects in the CRA.
3. Allocate CRA funds efficiently and at the best value.

Budgeted Amount:	\$17,000.00	Budget Page No(s):	88	Available Amount:	\$17,000.00	Expenditure Amount:	\$6,000.00
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Additional Budgetary Information: The CRA budgeted for 2 VISTA volunteers, but the program has been discontinued. The funds will be moved from this line item to create the position.

Funding Source(s):	1905593101	Sufficient Funds Available:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Source:	FY 11
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City Attorney Reviewed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input checked="" type="checkbox"/> N/A	Consistent With:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	FS 163
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Potential Motion/Direction Requested: 1. Move to Approve Job Description for Part-Time Temporary GPS FIELD TECHNICIAN/GIS ASSISTANT.

Staff Contact: Jeff Burton Interim CRA Administrator

Attachments: Job Description

CITY OF PALMETTO

POSITION DESCRIPTION

TITLE: GPS FIELD TECHNICIAN/GIS ASSISTANT (Part-Time/Temporary)

DIVISION: COMMUNITY REDEVELOPEMENT AGENCY

GRADE: 100P

DEPARTMENT: GEOGRAPHIC INFORMATION SYSTEMS (GIS)

NON-EXEMPT

FUNCTION:

This position entails skilled technical work involving data collection and entry level map creation of global positioning and geographic information systems data. This position is responsible for providing technical data collection to be used in the development, operation and maintenance of GPS related geodatabases. An employee in this position is responsible for the planning, collection, and QA/QC of the assigned GPS/GIS projects. Overall success is dependent upon understanding goals, implementation of projects, effectiveness of project completion, conformance to established goals and policies and the ability to complete work in a timely and cost-effective manner.

SUPERVISION RECEIVED:

The individual will work under the GIS manager with minimal direct supervision. Data collection is reviewed on a daily basis by the direct supervisor for accuracy and project completion.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Collect GPS data, export and import GPS database files, creates maps, graphics and/or engineering drawings from collected data, sketches, verbal information or from field observations using DNR Garmin GPS software, ESRI's ArcGIS software, Computer Aided Design and Drafting (CADD) software or similar programs and performs. Responsibilities include various tasks and assignments involving both office and field duties which include field inspection and related work. Interpret and plot survey field notes and plans layouts from field collected notes through computer assisted programs.

Develops, administers and maintains an efficient filing and records system, presentation graphic materials and minor technical projects.

Designs and creates new tables and interfaces to support new GPS database applications. Handles the day-to-day data collection activities including performance monitoring and tuning to ensure the efficient and accurate operation of the GPS hardware, software and documentation.

Manages the security, backup and recovery mechanisms for collected GPS data and ensures that all data remain at compatible release levels and advise management about migration strategies to new release levels.

Ensuring data consistency across applications, protection of data against misuse/corruption, restricting access to data and establishment of access control.

PERIPHERAL DUTIES:

Perform other related work as required including, but not limited to, any supervisors work related requests and various research projects as decided by the individuals direct supervisors.

DESIRED MINIMUM QUALIFICATIONS:

Current enrollment or graduation from a high school, college or university with focus in computer science, geography, mathematics or closely related fields with zero to one (0-1) years of experience in GPS, GIS and CADD hardware and software suites. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

Ability to understand, extract and represent pertinent information from technical data or reports in a GPS/GIS environment. This includes the ability to read and interpret cartographic specifications and engineering drawings.

Knowledge of graphic, projected and local coordinate systems related to computerized mapping and techniques used in updating and maintaining data within an ESRI GIS environment.

Knowledge of geographic theory, practices, standards and methods as it relates to office work and field data collection.

Knowledge of the day-to-day activities in the city government.

Ability to communicate effectively, both verbally and in writing.

Strong analytical and documentation skills.

Ability to establish and maintain effective working relationships with co-workers, other City employees, consultants, developers and the general public.

Extensive knowledge of computer software and hardware and management information systems.

SPECIAL REQUIREMENTS:

Total weekly hours must not exceed ten (10) hours if enrolled in high school or twenty (20) hours if enrolled at a college or university. Additionally, whether enrolled in high school or at the collegiate level, the individual must maintain a un-weighted 3.25 grade point average (GPA). Must possess a valid state of Florida driver's license and maintain a valid telephone number. Must be able to attend meetings at locations other than primary work location.

TOOLS AND EQUIPMENT USED:

Work will involve the use of global positioning hardware and software, personal computers, calculators and other technical data processing and data gathering devices.

PHYSICAL DEMANDS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis and up to 40 pounds occasionally with routine keyboard operations, operation of City general purpose vehicles (automobile or pickup truck), some job duties may be performed in an office environment while other duties will require field work at various outdoor job sites.

WORK ENVIRONMENT:

The job risks exposure to no significant environmental hazards, and occasional exposure to extreme noise levels, dusts pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, internship, reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____
City Clerk

Approval: _____
HR Director

10/13/2010