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DEPARTMENT OF PUBLIC WORKS  
901 North Elm  
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Rolla, MO 65402

[www.rollacity.org](http://www.rollacity.org)

**GIS AMINISTRATOR**  
CITY OF ROLLA PUBLIC WORKS DEPARTMENT

**PAY GRADE/SALARY RANGE, DOQ** G7-1 to G7-12 \$56,403.95 - \$78,076.26

**FLSA:** Full-time, Exempt

**EMPLOYEE BENEFITS:**

Family health and dental insurance plan; life insurance; custom benefit plan; eleven (11) paid holidays and one (1) personal holiday; two (2) weeks of vacation and twelve (12) sick days a year.

**DESCRIPTION OF BASIC DUTIES:**

This is a responsible supervisory, paraprofessional engineering and technical work managing and developing Rolla's Geographic Information System (GIS). Plans, directs and coordinates the activities of respective projects. Serves as liaison for U.S. Census reporting as required by Federal law. Develop and implement re-districting plan according to census data. Responsible for E-911 addressing activities in Rolla, including new addresses and changing existing addresses as needed. Develop and maintains the Pictometry GIS database for City of Rolla Police Department Central Communications/E-911.

**DESIRED MINIMUM QUALIFICATIONS:**

Graduation from an accredited High School or successful completion of a GED examination. The knowledge level equivalent of a Degree in Computer Science, Geography, Surveying, Engineering or related field; or an equivalent combination of experience and/or training. Five years experience in GIS or related field, using Autocad, ArcMap/ArcPro software. Missouri Driver's License; Class F.

**PHYSICAL DEMANDS :**

The physical demands are contained in the full job description and are representative of those that must be met by an employee to successfully complete the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**APPLICATION DEADLINE:**

Position open until filled. Persons interested in this position should submit an application/resume to Rolla City Hall, Public Works Department, 4<sup>th</sup> floor, 901 North Elm Street, Rolla, Missouri, 65401. Full Job Description available at City Hall, Public Works Department or on-line at [www.rollacity.org](http://www.rollacity.org).

EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS