



GIS Data Administrator

The GIS and Mapping Services Department is seeking qualified applicants for a GIS Data Administrator. The administrator position will be primarily responsible for maintaining and growing the INCOG Spatial Data Warehouse (ESRI SDE) focusing on the primary operational elements of enterprise GIS and GIS technical support. The position is the primary point of contact for the enterprise GIS infrastructure.

The position requires knowledge, training, and experience with ESRI ArcGIS Platform. Familiarity with servers and network storage, ArcGIS Enterprise and Desktop applications are essential to the position. Applicants must also be proficient in Microsoft Windows, Excel, Word, and Outlook.

Primary Responsibilities include:

- Install and/or maintain GIS software on servers including coordinating or performing updates and upgrades
- Manage user accounts and permissions, licenses, extensions, add-ins, and data storage
- Create and/or maintain web services, apps, and add-ins
- Manage federation, authentication, and access control of an enterprise relational database management system
- Monitor and communicate GIS enterprise system performance
- Work closely with IT staff and software providers to ensure system performance continuously meets requirements
- Anticipate issues and devise action plans in coordination with stakeholders
- Review logs, perform data queries, recreate steps, and interact with users and/or software support staff to troubleshoot and resolve issues
- Document processes, procedures, instructions, and techniques

Other Responsibilities:

- Provide input on strategic planning and priorities and implement action plans

- Work with others to identify needs and develop and implement strategies for improving the enterprise GIS system
- Serve as a subject matter expert by clearly and effectively communicating technical information to both technical and non-technical audiences
- Interface with software and data vendors
- Maintain and increase skill set through professional development and networking
- Occasional evening or weekend work might be required

Required Skills:

- Experience deploying and administering Esri Enterprise, ArcGIS Server, ArcSDE, ArcGIS Online, ArcGIS Pro, and Portal
- Experience administering an enterprise relational database management system
- Experience with programming or scripting languages such as Python
- Knowledge of ArcGIS API for Javascript
- Able to analyze situations, think critically, and devise solutions
- Able to exercise significant independent judgment and work with minimal supervision
- Able to interact with both highly technical and non-technical groups in all levels within an organization
- Experience documenting procedures and writing instructions
- Experience with live demonstrations and giving presentations using visualizations, and other techniques to convey complex ideas or relationships
- Able to understand challenging or abstract concepts
- Able to conduct research and read technical documents and reports
- Able to exhibit professionalism in all aspects of duties and committed to high-quality output

Minimum qualifications:

- Bachelor's Degree in Geography or Computer Science; GISP certification is a plus
- Other certifications Microsoft Certified System Engineer, Microsoft Certified Database Administrator ensures knowledge of networking concepts and design/implementation of SQL Server databases.

Annual salary range \$63,000-\$75,000. Comprehensive benefits package included.

Please submit a resume detailing employment history, experience, education, and contact information, along with a cover letter that explains why you are interested and qualified for this position to Personnel Director, INCOG, 2 West 2nd Street Suite 800, Tulsa OK 74103 or email to incog@incog.org.