

**CITY OF STUART
JOB DESCRIPTION**

Title: DESIGNER & GIS/LIS COORDINATOR

Department: City Manager

Job Code: 3095

Grade: S21

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the City Manager performs a variety of professional and administrative duties to support the Director and City departments. Projects include, but not limited to, professionally specialized design, research, analysis and reporting of projects for management and special assignments. Incumbent creates designs and coordinates projects from inception through completion. Duties require research and analytical skills along with knowledge of the principles of design. Incumbent assists the City Manager in compiling and analyzing data for management purposes. Gathers and analyzes report and/or survey information and prepares detailed reports/recommendations. Heavy professional contact is required with contractors, consultants, all levels of staff, officials and the general public. Within scope of authority, incumbent exercises independent judgment and detailed explanations when dealing with staff and the public. Support for other City departments is prioritized as assigned. Work is reviewed through observation of work in progress, oral and written evaluations of results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Artistic layout design and preparation of public relations material presented to media such as illustrations or artwork for brochures.
2. Operates computer for Geographic Information System (GIS) base mapping creation and updating annexations, zoning, land use, subdivisions, hydrants, water lines, sewers, stormwater systems and statistical base maps.
3. Performs inter/intra-departmental signature designs of space and site planning for interior and exterior City departments.

Designer & GIS/LIS Coordinator City Manager - continued

4. Designs and applies graphics for City logo identification on signs, vehicles, advertisements and other public relations materials.
5. Illustrates ideas and concepts for Commission and other meetings; prepares graphics as requested to support research findings and assists other departments and the public regarding land use and zoning inquiries.
6. Organizes and maintains file documents including City-owned property file including City maps, aerials, site plans, photographs, drawings, visual historical records, results of field surveys for research and planning purposes including parking, real property, utilities and surveys.
7. Assists and coordinates grant applications/programs such as beautification and affordable housing projects.
9. Responsible for exchange and coordination of population and housing data, including addressing and boundary updates between City and Census Bureau.
10. Assists in annexation of property, including amendments to FLU map and zoning map, verification of legal descriptions, parcel control numbers (PCN) and site surveys all involving intergovernmental coordination with property appraiser's office.
11. Assists in economic development projects such as the marketing of City-owned properties for lease, sale and/or development.

NOTE: The examples of essential functions as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree from an accredited college or university in art, engineering or related field; supplemented by three to five years experience in graphic design; or an equivalent combination of training and experience. Prefer municipality experience.

Possession of a valid Florida Driver's License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of technical terminology and writing related reports.

Knowledge of the basic techniques used in the preparation of commercial and industrial illustrations and graphic presentations.

Knowledge of administrative principles and practices relating to duties.

Working knowledge of computer skills for arc info, arc view and auto cad.

Ability to prepare maps, charts, graphs, and illustrations.

Ability to establish and maintain effective working relationships with superiors, other employees and the public.

Ability to conduct technical research, interpret and communicate summary.

Ability to work independently and in a team environment.

Ability to utilize drafting and design equipment including tools, calculators, plotters, scanners and digitizing equipment.

Ability to work with tools of the trade such as, but not limited to, glues, adhesives, markers, chemicals, etc.

Designer & GIS/LIS Coordinator City Manager - continued

Skill in the use of computer programs; i.e. word processing, GIS, drafting and illustrating equipment.

Skill in photography to prepare graphics.

C. Physical Requirements:

Task involves frequent walking, standing, sitting, bending, stooping, reaching, pulling, pushing, stretching; some lifting and carrying objects of moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment and/or the operation of vehicles, office equipment, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires odor perception and discrimination.
Task requires depth perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Designer & GIS/LIS Coordinator City Manager - continued

Approved by: _____ Date _____
Human Resources Director

Approved by: _____ Date _____
City Manager

Received by: _____ Date _____
Employee