City of Bellingham
Classification Specification

CLASS TITLE	**Operations Data Assistant**
DEPARTMENT	**Public Works-Operations**
UNION:	**1937**
SG:	**108**
CS:	**Y**
FLSA:	**Y**
EE04|SOC CODE:	**TE|13-1199**

JOB SUMMARY:

Performs a variety of skilled technical and administrative services in support of the Geographical Information System (GIS), asset and work management systems and business processes for Public Works Operations. Responsible for the input, accuracy and maintenance of data and data control systems. Serves as a departmental resource to the divisions and crews utilizing the GIS and asset and work management systems and develops internal procedures within general guidelines.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from office assistant classifications by its emphasis on data management and specialized technical knowledge and skill required to perform data management functions. Requires comprehensive knowledge of GIS and asset and work management systems as well as familiarity with infrastructure related maintenance programs and replacement strategies to support the data management and reporting needs of the department.

SUPERVISORY RELATIONSHIP:

Reports to the Asset Manager. Work is performed independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, City policies and procedures. May receive technical direction from Senior GIS Technicians or other higher classified staff.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains data within the GIS and asset and work management systems. Coordinates with Senior GIS Technicians and utilizes as-builts and project drawings, and hard copy files to interpret, query, analyze, report, problem solve and ensure accuracy and currency of data.

2. Performs multiple data entry and processing tasks for the asset and work management systems, which include creating, editing and maintaining asset infrastructure records, generation and completion of preventative maintenance work orders, cost entry and

distribution, creation of custom and system generated reports, and monitoring workflow and data recording processes for multiple divisions.

3. Conducts daily data transfers and data uploads of field inspection records. Creates and reviews reports to ensure proper use of coding and completeness of information. Performs record validation tests, troubleshoots and resolves errors or inaccuracies to ensure data integrity and optimum system functionality.

4. Creates and maintains GIS maps for use by the field crews and supervisors for workflow efficiency.

5. Analyzes water, sewer, storm and street infrastructure historical data within multiple systems and provides reports for management regarding asset condition, work activity performance measures and recommendations for maintenance and replacement needs.

6. Conducts research and provides support in generating statistical reports, preparing presentations and project status reports, provides interpretation and evaluation of records and assists staff in retrieving data from the GIS, asset and work management systems.

7. Develops written internal procedures related to data collection and management, assists with establishing system and workflow standards and provides first level support and training to ensure consistency in field and office procedures, business workflow and system use.

ADDITIONAL WORK PERFORMED:

1. Provides technical assistance to departments and staff in identifying, rating and recording infrastructure data in the field

2. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities)

Knowledge of:
- Basic addition, subtraction, multiplication, division, statistical and algebraic calculations.
- GIS software tools, with an understanding of mapping and surveying principles, terms, concepts, mapping functions, techniques and procedures.
- Public Works Operations business practices, systems, methods and standards.

Skill in:
- Demonstrated analytical and problem-solving skills.
- Demonstrated communication skills to train others on processes and document procedures.
- Demonstrated skill in using spreadsheets, word processing and database management software.
- Demonstrated skill in utilizing reporting applications.

Ability to:

- Understand content and purpose of source documents, recognize errors and make appropriate corrections.
- Function effectively in an advanced technology environment and contribute to the division's overall mission and goals.
- Collect, compile and analyze information and data and prepare statistical reports.
- Work effectively with multiple software applications in a multi-tasking work environment.
- Ability and willingness to learn, understand and follow complex procedures, orders and other technical directions.
  Maintain a current working knowledge of GIS technical standards, and procedures required for data collection and processing, and system support functions.
- Work as a team, prioritize workload, solve problems and meet deadlines with minimal supervision.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical abilities to perform the essential functions of the job including:
  - Frequently remain stationary for long periods of time;
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Occasionally travel between work sites which may include uneven terrain;
  - Occasionally transport objects up to 15 pounds.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment working extensively at a desktop computer for extended periods of time. Travel may be required for data collection and training purposes in the field. Occasional exposure to outdoor weather conditions. May experience occasional interruptions while performing work duties.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Two years data management, data analysis and report generation experience utilizing reporting applications such as SQL or other reporting applications required.
- One year of college or technical training toward a degree in GIS, Computer Science, Public or Business Administration, or other related field at an accredited college or university may be substituted for up to one year of experience of in data management, data analysis and report generation experience utilizing reporting applications such as SQL or other reporting applications.
- One (1) year experience utilizing GIS technology and ArcGIS Online preferred.
- One (1) year experience in Public Works business data processing and data management including field collections, analysis, and reporting preferred.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal background check.

- Complete and maintain continuing education hours as assigned and determined by the Department.

PREPARED BY: Holt Consulting
7/00

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