

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASSIFICATION TITLE: GIS Program Administrator

FLSA CLASSIFICATION: Exempt

SAFETY SENSITIVE: No

DATE: December 12, 2025

GENERAL PURPOSE

Manages and supports AMAFCA's Geographic Information Systems (GIS). Provides GIS support for hardware and software systems, and manages GIS projects and contracts. Maintains and optimizes AMAFCA's GIS database and work orders, ensuring data accuracy, developing spatial data, and providing technical GIS support.

SUPERVISION RECEIVED

Works under general guidance and direction of the Drainage Engineer.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the essential functions and responsibilities of this position. They should not be viewed as an exhaustive list of the specific duties, responsibilities, and prerequisites.

1. Provides GIS support for hardware and software systems to meet AMAFCA's business needs.
2. Facilitates clear communication between contractors/consultants and departmental users to coordinate work, address and resolve application or other issues, and plan the implementation of new functionalities.
3. Implements GIS projects, installations, upgrades, and maintenance.
4. Collects quotes and helps establish, update, and manage GIS inventory, budget, and schedules. Tracks and reconciles expenses, oversees contracts, and approves GIS-related invoices within the budget.
5. Oversees and maintains a Geographic Information System (GIS) using ArcGIS Desktop and ArcGIS Server for operation and maintenance of the AMAFCA spatial data.
6. Establishes data standards for all AMAFCA spatial data.
7. Develops or acquires spatial data that are specific to AMAFCA needs and provides GIS support as necessary for general operation of the Agency.
8. Responds to public GIS inquiries. Serves as the AMAFCA point of contact for interagency spatial data coordination.
9. Designs and develops computer programs using ArcGIS software to analyze, model and display geographic data in the form of reports and customized maps. Designs, develops and maintains databases for system improvements, right-of-way property, flow data, drainage

- basins, system maintenance, and storm water quality. Determines the type of data and methodology in an interactive mapping environment.
10. Performs website maintenance and updates related to GIS mapping.
 11. Maintains inventory management for all GIS equipment.
 12. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Bachelor's degree in Geographic Information Systems (GIS), Geography, Urban/Regional Planning, Environmental Science, Civil Engineering, or a related field and at least 2 years of professional GIS experience.

Education and Experience Preferred

1. Esri Technical Certification (ArcGIS Desktop Associate/Professional)
2. Project, contract and budget management
3. Familiarity with web GIS applications, mapping portals, or dashboards
4. Basic understanding of database queries (SQL) or spatial analysis tools

Necessary Knowledge, Skills, and Abilities:

1. Must have a thorough knowledge of methodologies and procedures necessary to perform the essential duties, as listed above. Considerable knowledge of applicable laws, regulations and policies affecting AMAFCA activities.
2. Proficiency in Esri ArcGIS software (ArcGIS Pro, ArcMap, ArcGIS Online)
3. Experience with GIS data management, geodatabases, shapefiles, spatial data quality, and metadata
4. Ability to produce maps, reports, and visualizations for technical and non-technical audiences
5. Ability to handle multiple projects, tasks and interruptions.
6. Must be able to meet deadlines and readjust work.
7. Strong communication skills (Skilled at reading, writing, and speaking.)
8. Ability to work without constant supervision, critical thinking, decision-making and problem-solving skills

SPECIAL REQUIREMENTS

1. Must pass a pre-employment background and criminal check.
2. Must submit to a limited drug screening.
3. Must possess and maintain a valid New Mexico driver's license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Hardware equipment: Desktop/laptop computers, tablets, plotter, printer/copiers, phones, motor vehicle (as needed for field data collection), camera, GPS units. Network equipment: Limited use of routers or servers only as necessary to access GIS servers or data. Software tools: Esri ArcGIS suite (ArcGIS Pro, ArcMap, ArcGIS Online), GIS databases and geodatabases, spatial analysis tools, mapping and graphics software, operating systems, word processing, spreadsheets, and presentation software.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Ability to discern shades and colors on computer images, maps, and photographs.

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to converse on the telephone and engage in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds and be able to reach and file material or store equipment from floor level up to six feet above the floor.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee regularly works indoors.

The noise level in the work environment is usually quiet to moderate.

OTHER

This job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as its needs and requirements change.

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

This is an exempt position under the Fair Labor Standards Act (FLSA).

Effective Date: March 11, 2026

Revision History:

I have read and understand the above job description. I verify that I meet the requirements of the position, and I am able to perform the duties and responsibilities on this job description.

Print Employee Name

Employee Signature

Date