



## **Asset & Geographical Information Systems Administrator**

Hoffman Estates Park District

**Contact Name:** Dustin Hugen

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**Contact Phone:** 847-285-5465

**Closing Date:**

**Salary:** \$60,000-\$70,000

### **Description:**

#### **Asset & Geographical Information Systems Administrator**

We are seeking an energetic and dedicated professional to join our team of 75+ full-time staff with proven results and strong organizational skills who will help drive our programs and services to reflect the standards of our award-winning District. HEParks stands unparalleled in the state of Illinois with both overall state and national accreditations combined with national Gold Medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, and more than 80 parks. Among our amenities are two recreation centers, a two-sheet ice arena, the Seascape family aquatic center, an 18-hole golf course with a TopTracer facility, and a remarkable 100,000+ sq ft fitness center (The Club). We take pride in offering the very best in park district services and facilities.

We are looking for an experienced Asset and GIS Administrator to lead the development, maintenance, and optimization of our district's asset management and GIS programs. The successful candidate will manage spatial data, asset inventories, and GIS applications while supporting strategic planning, infrastructure management, and operational excellence.

### **Position Summary:**

The GIS & Parks Administrator supports the implementation, development, and utilization of a Districtwide GIS Asset Management System while maintaining administrative operations of all district assets within the parks services division.

### **Essential Duties and Responsibilities:**

- Input and Modify asset management system that utilizes GIS technology.
- Have knowledge of District assets and their locations.
- Evaluate District assets for useable life remaining and potential replacement cost.
- Maintain accurate and up-to-date records.
- Accomplish job assignments with a minimum amount of supervision.
- Responsible for the care and use of all Park District equipment.

- Train staff in utilizing GIS Asset Management system.
- Coordinate with other departments in order to maximize GIS utilization.
- Build maps and boundaries using the GIS technology.
- Assist in the preparation of the annual operating budget.
- Maintain software including but not limited to entering maintenance hour work logs, maintaining asset records, maintaining preventative maintenance and park inspection schedules, providing reporting as requested, coordination of software with future District software requirements.
- Fly the district drone to showcase park projects and use for mapping purposes.
- Assist in preparing grant applications and funding opportunities.
- Perform special projects and other parks administration as required or assigned
- Responsible for the parks division uniform program.
- Conducts oneself in a professional manner.
- Support and promote all safety, health and loss control policies of the Hoffman Estates Park District.
- Ensure that all employees are provided with necessary instruction related to safe usage of tools, equipment and machinery.
- Require and ensure that all employees utilize proper personal protective equipment provided for use in conducting assigned work tasks.
- Require timely reports to be submitted by employees related to injuries and illness of employees or witnesses of employees and/or Hoffman Estates Park District activity participants.

#### **Scheduling and Pay:**

This is a full-time, non-exempt position. The target hiring range is \$60,000-\$70,000 annually, depending on qualifications and experience.

Optional four-day work weeks or five-day work weeks.

- Monday through Thursday 6:30am – 5:00pm
- Tuesday through Friday 6:30am – 5:00pm
- Monday through Friday 6:30am – 3:00pm

**Primary Work Location:** Parks Maintenance Facility

**Reports To:** Director of Parks, Planning, & Maintenance

**Position Requirements:** We are seeking an experienced Asset and GIS Administrator to lead the development, maintenance, and optimization of our district's asset management and GIS programs. The successful candidate will manage spatial data, asset inventories, and GIS applications while supporting strategic planning, infrastructure management, and operational excellence.

#### **Required Skills and Abilities:**

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.
- Demonstrated ability:
  - To lead people and get results through others
  - To plan over 12-month time span
  - To organize and manage multiple priorities simultaneously
  - To supervise, train and evaluate professional and technical personnel

- Strong leadership, communication, problem-solving, strategic thinking and critical thinking skills.
- Must possess a strong work ethic, highly motivated, self-starting, outgoing and energetic.
- Ability to analyze data and determine appropriate planning and development strategies.
- Capacity to make decisions objectively based on data.
- Strong organizational skills with respect to administrative responsibilities, work distribution, attention to detail and thoroughness.

### **Knowledge:**

- Graduate of a college or university accredited by the U.S. Department of Education with an Bachelor Degree (preferred) or associate's degree in GIS or other data base studies preferred.
- One (1) year of full-time related experience in GIS or data base technology.
- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities will be accepted..
- Experience in the information technology field managing assets and geographical information.

**Physical Requirements:** The physical requirements described here 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 of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

### **Working Conditions:**

- Work is performed at a desk and or workstation with a computer, phone and standard office equipment.
- Extended periods of sitting, typing and screen time.
- Driving to other park facilities will require the worker to be outside.
- Employees may be exposed to cleaning agents and toner chemicals.

**Benefits:** In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

The Hoffman Estates Park District is a proactive equal-opportunity employer.

**Application Process:**

Please apply online at:

<https://www.paycomonline.net/v4/ats/web.php/portal/37025EF7BEE28F0DE1B3E587442C4DDF/jobs/378143>

If you are unable to apply online, please submit your resume to Dustin Hugen, Director of Parks, Planning & Maintenance at [dhugen@heparks.org](mailto:dhugen@heparks.org)