



Agenda Item Executive Summary

AGENDA ITEM: GIS Technician Position

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount	\$ 60,000	Budgeted	\$ 60,000
---------------	-----------	-----------------	-----------

Fund: Central Services	Corresponding Activity Measure:
-------------------------------	--

EXECUTIVE SUMMARY

To address the growing demand for data-driven insights, staff recommend the addition of a GIS Technician position. The Village's GIS program has evolved into a unified, Village-wide tool, but the current two-person team is at full capacity. This strain is causing project delays and limiting the team's ability to focus on strategic, high-value work. The new technician will handle routine tasks, freeing up senior staff to work on system automation and advanced analytics. This entry-level position is already budgeted at \$60,000 in the FY25/26 Central Services Fund, representing the next step in the program's evolution and ensuring the Village can continue to meet its long-term objectives.

ATTACHMENTS (PLEASE LIST)

Information Systems memo 2526-04

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue to enhance and improve efficiency of service delivery methods & approaches.

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion to approve hiring an entry-level GIS Technician position budgeted at \$60,000.

MOTION:

Staff: John Peebles, Information Systems Director

Date: 8/26/2025

Memo

To: Paula Schumacher, Village Administrator
From: John Peebles, Information Systems Director
Date: 9/16/2025
Re: GIS Technician Position

The Village's Geographic Information Systems (GIS) program has evolved from a small, fragmented resource into a unified, Village-wide tool. Initially managed separately by Community Development and Public Works, the program was centralized under the IT division in 2018. This consolidation established a new goal: to support all departments beyond just public works and community development. The original team consisted of a GIS Analyst, a GIS Technician, and a seasonal intern, with system maintenance overseen by the IT Coordinator.

GIS Team Evolution

In May 2024, under the newly formed Information Systems Department, the GIS team transformed to better serve the Village. Roles were redefined to align with core functions, establishing a **GIS Administrator** for system maintenance and a **GIS Applications Specialist** to handle the high demand for custom tools. The GIS program itself expanded to include a new drone program, providing up-to-date aerials and development imagery. This specialized team now oversees all data management, applications, and hardware, ensuring a modern and effective system.

Program Impact

GIS has become an indispensable tool supporting both daily operations and long-term planning. Over the past year alone, the team's output has been significant: over **100 web applications developed**, and **65 custom maps produced**. Departments such as Police, Public Works, Planning, and Economic Development now rely on GIS for essential functions, and recent examples like the Lake Street TIF Database and Strategic Planning dashboards.

The Challenge

The increasing demand for applications, digital mapping, and drone imagery has two-person GIS team operating over full capacity. Time-sensitive requests, such as location maps for board agendas and planning exhibits, often take priority. More complex projects, like an asset maintenance dashboard, require extensive staff planning, inter-departmental collaboration, and time-consuming data verification. This high volume of work and need for manual data management limits the team's ability to focus on strategic, long-term initiatives. Increased application creation requires a proportionate increase in maintenance.

Going Forward

To address this growing demand, staff recommend adding a **GIS Technician** position. This entry-level, Grade 1 role, with a salary range of \$48,841 to \$71,121, has already been budgeted at **\$60,000 in the FY25/26 Central Services Fund**.

The technician will be responsible for:

- Data quality control and verification
- Routine map updates
- Service requests, including drone flight coordination

By handling these tasks, the new technician will enable senior GIS staff to dedicate more time to high-value projects, such as system automation, advanced analytics, and inter-departmental integration.

Adding this position is the next logical step in the evolution of the GIS program. It will ensure the Village can continue to meet the growing demand for data-driven insights, timely services and accomplish the long-term objectives outlined in the Strategic Technology Utilization Plan.

MOTION: I MOVE TO APPROVE HIRING AN ENTRY-LEVEL GIS POSITION BUDGETED AT \$60,000.