

**JOB TITLE: Coordinator, GIS**

**JOB CODE: 03.25**

**GRADE: 22**

**CLASSIFICATION: Exempt**

**PURPOSE OF THE POSITION:** Manages the Geographical Information Systems section of the Information and Technology (IT) Department. Provides professional support services to City Departments and outside agencies on the City's GIS hardware, systems/application software, network communications and GIS database. Provides GIS consulting services to all City Departments.

**MINIMUM QUALIFICATIONS:** Bachelor Degree from an accredited college or university in Geographic Information Systems, Geography, Planning, Civil Engineering or Computer Science and two (2) years experience working with GIS, plus one (1) year supervisory experience; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Certification by the Environmental Systems Research Institute (ESRI) as an instructor for ArcGIS is preferred.

**SPECIAL REQUIREMENTS:**

- Knowledge of GIS software such as ArcGIS v9 and IMS.
- Knowledge of Computer Aided Drafting/Design software such as AutoCAD r14.
- Knowledge of digitizing and data manipulation procedures for GIS.
- Knowledge of relational databases such as Microsoft Access and/or Microsoft SQL.
- Knowledge of computer system design and programming techniques.
- Ability to read and interpret legal descriptions.
- Ability to analyze complex legal descriptions, resolving any conflicts and produce accurate graphic representations.
- Ability to read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints and engineering plans.
- Ability to prepare and conduct GIS needs assessment studies.
- Ability to communicate effectively and clearly, both orally and in writing, and to prepare and present succinct, coherent and technically accurate reports.
- Ability to establish and maintain effective working relationships within the Information Technology Department, with other City departments and officials, and the public.

**ESSENTIAL FUNCTIONS:**

- Consults with users to analyze and determine user information needs and evaluate available application packages.
- Studies existing systems to evaluate and recommend alternative data processing approaches to users and determine cost estimates associated with applications.
- Provides guidance and technical advice to users regarding systems criteria and specifications.
- Trains City and County staff on GIS technology and software applications.
- Coordinates customer departments' requests for GIS service.
- Tests and modifies systems segments; assists in evaluation and determination of adequacy of

system in meeting customer and IT requirements.

- Supervises and participates in the development of file and database structures and data collection methods, including design of forms, reports, processing methods and system control procedures. Gathers GIS data, including parcel address and zoning changes and builds GIS data sets.
- Directs or participates as an active member in project work involving the application of basic systems criteria and the specification, installation and testing of computerized applications.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality, seamless customer service.
- Makes periodic executive-level reports to the Department Head and the City's GIS Executive Committee concerning the status of the City's GIS System and GIS goals and objectives. Makes recommendations on needed remedial actions and related system improvements.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Good interpersonal skills are an essential component of the position. Contacts are primarily with City, County, State and other information systems staff. Contact with other cities and municipalities throughout the state may be required. Other public contacts may be required from time to time to explain the operation and utility of the City's GIS system.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Department Head or designated representative. Incumbent is expected to use initiative, judgment and ingenuity in planning and executing routine work.

**SUPERVISION EXERCISED:** Supervises the GIS section of the Information Technology Department.

**PHYSICAL REQUIREMENTS:** This is light work requiring the exertion of 20 pounds of force occasionally and up to 10 pounds of force frequently. The work requires visual acuity to operate computer equipment and for reviewing, checking, preparing and maintaining written and computer files. Manual dexterity is required to operate standard office, data entry, word processing and other computer equipment. Incumbent is required to have sufficient hearing ability to perceive information at normal spoken word levels.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.