GIS COORDINATOR

CLASS SUMMARY:

The GIS Coordinator is the first level in a two level GIS Series. Incumbents are responsible for planning, implementing, coordinating and administering the City-wide Geographic Information System (GIS) program. Oversees all aspects of the program's structure and design.

The GIS Coordinator is distinguished from the GIS Technician by its focus on program coordination and the more complex GIS responsibilities.

CORE COMPETENCIES:

- *Integrity/Accountability*: Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.

- *Vision*: Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.

- *Leadership/United*: Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Develops, writes and implements GIS applications to create custom GIS web applications, tests and debugs GIS programs, and monitors and modifies applications as needed.

- Responds to and resolves software user inquiries and complaints, troubleshoots user and system problems, isolates system failure issues, provides GIS advice and technical support, and recommends standards to meet City needs.

- In collaboration with GIS Advisory Committee, plans, organizes and coordinates the development of goals, objectives, policies and procedures related to data collection and the City's GIS program, recommends and oversees implementation of goals and policies.

- Develops and maintains maps and tabular data from a variety of sources and provides technical support to non-technical users.

- Modifies the system and installs required software in coordination with the Information Technology Department.

- Manages and completes assigned projects; develops detailed design specifications, definitions, diagrams, performance criteria and testing methods; writes, develops and documents operational procedures for data elements and sources; and creates schedules for GIS application implementation.

- Performs ad-hoc mapping duties to include advanced spatial analysis; writes applications to locate logical errors in the GIS database and to translate data into and out of the GIS database.

- Works with City staff to maintain, revise and improve overall functionality of GIS; identifies opportunities and implements plans to improve service delivery methods and procedures; and coordinates with department representatives to identify, plan, and develop GIS projects.

- Researches, plans and prepares City-wide and department GIS implementation plans to include equipment and technology costs.
- Attends meetings, conferences and training sessions to remain current on principles, practices and new developments in GIS; monitors changes in technology and applications, recommends improvements and upgrades; represents the City in various county and regional GIS meetings; and provides training and technical guidance to GIS users.

- Prepares database structure environments and models for internal and external clients and provides training and technical guidance to GIS users.

- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):
A Bachelor's degree in a related field, and two years of related experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):
- GISCI GIS Professional Certification (GISP) is preferred

Knowledge (positions in this class require at entry):
Knowledge of:
- Research techniques, methods and procedures;
- Principles and techniques of cartography, map design and GIS;
- Database management, mapping and desktop publishing systems related to GIS;
- Methods, technical standards and programming languages of current GIS technology;
- Communication and interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction;
- Effective public relations;
- Customer service techniques;
- Personal computers and related software programs;
- Applicable Federal, State, and local laws, rules, and regulations.

Skills (positions in this class require at entry):
Skill in:
- Performing mapping database maintenance and other GIS tasks;
- Performing complex analysis of geospatial and tabular data to develop mapping products;
- Developing and leading training activities;
- Appropriate and effective independent decision making;
- Writing technical reports, correspondence and procedures;
- Analyzing complex issues to identify and resolve technical issues/problems;
- Organizing and prioritizing a variety of projects and tasks to meet deadlines;
- Practices, methods and techniques of GIS, cartography and map design.

Physical Requirements:
Positions in this class typically require: talking, hearing, and seeing, fingering and repetitive motion.

Sedetary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

Note:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
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