

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEFINITION

Under direction of the Technology Services Director, is responsible for the supervision, development, coordination, implementation, maintenance and training for all facets of a City-wide Geographic Information System (GIS) including all layers, tables and system interfaces; recommends hardware, software and staffing requirements for the system; supervises the work of GIS staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position has the responsibility for the day-to-day supervision of the GIS system and staff. The GIS Coordinator is differentiated from other GIS staff in that the latter is responsible for a component of the GIS System and reports to the GIS Coordinator.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Technology Services Director. May exercise technical supervision and provide lead direction and training for support staff.

ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

Supervises the development, operation, and maintenance of the City's Geographic Information System.

Integrates various sources of city data, including raster, vector, and attribute databases residing on multiple operating platforms and between different City departments.

Deploys GIS web applications via the City's intranet and to the general public through the World Wide Web.

Develops policies, documentation and procedures relating to GIS system operations and services.

Assists in the development and maintenance of City base map and associated layers.

Evaluates work techniques and methods for conformance with desired standards.

Assigns, supervises and reviews the work of GIS staff.

Provides assistance and training in proper use of GIS data and systems.

Evaluates and recommends hardware and software for GIS systems.

Writes scripts, macros and high level language routines to maintain and access GIS data and systems.

Acts as City representative to external agencies.

Consults with department heads or designated staff from all City departments.

Communicates clearly and concisely, both orally and in writing.

Makes recommendations to the Technology Services Director.

Performs other duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Broad range of GIS products, techniques, procedures and concepts;

ESRI products especially ArcSDE, ArcIMS and ArcGIS;

Database design principles;

Microsoft operating systems and software especially Microsoft Sequel Server, Window Server 2003 and IIS;

Various programming and scripting languages especially Visual Basic, ASP.NET and Python which are used in GIS desktop and web applications;

Supervisory principles and practices.

Ability To:

Supervise, plan, implement, maintain, expand and document a City-wide GIS;

Analyze system design and implement on multiple hardware and software platforms for use in the City's intra and internet;

Design a system to eliminate redundancy and to improve user access;

Manage projects that reach across multiple departments and agencies;

Create internal and external controls;

Recommend policies and guidelines for data sharing and access across applications;

Develop and maintain effective working relationships with GIS users in all departments and other agencies;

Communicate effectively, both orally and in writing;

Supervise and review the work of GIS staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years recent experience working in GIS related fields, preferably with local (municipal) government including experience with a wide variety of GIS applications.

Education: Equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Geographic Information Systems, Geography, or related fields.

SPECIAL REQUIREMENTS: Essential duties require the following physical abilities and work environment: Incumbent frequently stands, walks, sits, uses telephone, and personal computer with a VDT screen for extended periods of time. Works in a normal office environment plus occasional kneeling, crouching, stooping, squatting, crawling, climbing and lifting up to twenty-five (25) pounds in the process of installing or trouble shooting connectivity applications or system problems as well as working in a confining work space.

PROBATIONARY PERIOD: One Year

635CS05

AAP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt