

CLASSIFICATION: GIS Program Coordinator

PAY RANGE: M

BARGAINING UNIT: Local 1849

SAN JUAN COUNTY POSITION DESCRIPTION

Position Title: GIS Program Coordinator

Date: December 14, 2005

Reports to: Programs & Planning Manager

Department: Public Works

FLSA Status: Exempt

Positions Supervised: none

BASIC FUNCTIONS: Works under the general supervision of the Programs and Planning Manager, Public Works Director, Deputy Director or County Administrator. Performs advanced-level professional GIS, mapping, long-range planning, and engineering work for the Department. May also coordinate GIS activities for county-wide GIS enterprise and serve as technical advisor and data library steward. Responsible for leading professional, paraprofessional, and technical staff through supervisors, and preparing and monitoring the Department's GIS budget. GIS duties include: directing studies and preparing management reports directly related to the development and implementation of an enterprise GIS; developing short- and long-range goals and objectives; reviewing and analyzing programs and technologies; developing and implementing strategies and solutions for the development and application of GIS; managing consultant service agreement contracts and task orders; managing the flow and dissemination of cartographic (map) output; providing managerial and technical guidance to GIS staff and users; and consulting with management, Central Services Department (CSD), GIS data custodians, and other County staff to provide input for programs involving enterprise GIS. Long-Range Planning duties include: preparing and coordinating the implementation of various projects such as the development of an Electronic Road Log, a Right of Way Map System, and other infrastructure management systems. Works with other County departments providing GIS and cartographic output services on a request basis. Oversees the creation and revision of complex computerized mapping projects.

Work is highly technical and is performed in an independent manner with general instructions from the Programs and Planning Manager, Public Works Director, or the County Engineer. Work is reviewed through meetings, conferences, and results achieved.

MINIMUM QUALIFICATIONS: Requires graduation from an accredited college or university with a Bachelor's Degree in Computer Science, GIS, Urban Planning, Geography, Civil Engineering, or a related field, and extensive (5+ years) professional experience in GIS, engineering, surveying and/or land-use planning. Considerable (3 - 5 years) experience with computerized databases is also required.

Must possess a valid Washington Driver's License within 6 months of hire date

PRINCIPAL DUTIES - Asterisk designates essential function:



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1. Develops, implements and maintains computerized data bases for Public Works Department and other County agencies.
2. Plans and directs activities of the GIS enterprise for Public Works Department and other County Agencies.
3. Conducts research and analysis and formulates recommendations to the Director.
4. Oversees and leads the process to convert paper and/or digital data into the County's GIS format.
5. Collaborates with other County agencies, utilities, private sector businesses, non-profits, and Town, State and Federal governments to develop and establish policies related to community use of GIS data and cartographic outputs.
6. Uses a personal computer in order to view, revise, or create reports, databases, maps graphics, or spreadsheets. Reads and interprets legal descriptions. Perceives the full-range of the color spectrum in order to accurately determine multiple colored mapping patterns. Uses graphic materials such as blueprints, as-builts, and site plans in order to illustrate or clarify information.
7. Manages County GIS data library and assists other County departments with GIS related issues.

Knowledge of:

- GIS concepts and methods
- The theories, principles, and practices related to GIS, engineering, surveying, mapping, and land use planning and development
- County standards for locating roads, utilities, recreational, educational, protective, and other public services, and residential, commercial and industrial areas
- Principles and practices of public administration, civil and traffic engineering, municipal finance, statistical analyses, and technology as applied to managing GIS resources, applications, and protocols
- Environmental Systems Research Institute (ESRI) products and software such as ArcGIS, ArcView, ArcInfo, etc.
- The geography, demographic, and development patterns of San Juan County and its surroundings
- Leadership and team styles and skills
- Database management as specifically relates to the administration and coordination of GIS
- Digitizing and data manipulation procedures for GIS
- Global Positioning System hardware and software utilization

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- Database and Computer system design
- Project management tools
- Network concepts and testing procedures, backup and recovery procedures, and security.

Ability to:

- Direct, train, and develop employees effectively
- Monitor and review programs and determine their effectiveness
- Determine the most effective utilization of equipment and human resources
- Communicate effectively verbally and in writing
- Work effectively with other county agencies and departments
- Listen to and communicate effectively with citizens and staff having varying educational backgrounds and values
- Communicate complex technological information in layman's terms
- Establish and maintain effective working relationships with management, County staff, vendors, contractors, and the general public
- Learn existing GIS systems and business functions for an assigned area
- Study procedures and operational methods, and make recommendations for improving efficiency and accuracy
- Analyze complex problems, determine resolutions, and recommend action
- Acquire knowledge and keep abreast of new technology trends through seminars, trade journals, and professional organizations
- Recommend appropriate training and provide training to other employees as requested
- Work with a team or individually to identify and prioritize tasks needed to accomplish a project
- Develop contingency plans for multiple tasks and projects
- Maintain and update GIS data and related databases using GIS and other software
- Complete mapping tasks in a timely manner and prioritize mapping requests
- Apply quality control/quality assurance standards and practices to GIS data
- Complete spatial analysis and database queries
- Assist with Web development projects, which may include working on project teams with other County personnel.

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The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is moderately quiet while in the office or moderately loud when in the field.

EQUIPMENT REQUIREMENTS

Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Telephone	1	X		
Copy machine	.25	X		
Fax	.25	X		
Computer	5.5	X		

WORKING CONDITIONS: Work is performed in a normal office environment. Deadlines and volume of workload create stressful conditions at times. Occasionally works evenings, weekends and holidays in order to meet deadlines.