GIS Coordinator

Date Posted: 5/23/2017
Location: Kent, WA
Ref#: 1747536
Overall Job Objective

Job Title:	GIS Coordinator
Closing Date/Time:	Wed. 06/07/17 5:05 PM Pacific Time
Salary:	$5,577.00 - $6,812.00 Monthly $66,924.00 - $81,744.00 Annually
Job Type:	Regular Full-time
Location:	220 4th Ave. S., Kent, Washington

The City of Kent is seeking applications for the position of GIS Coordinator. The successful candidate will be one who can effectively champion the growth and development of a geographic information system. If you are able to maintain a comprehensive GIS with a focus on both short-term objectives and long-range system goals, this position may be perfect for you!

This full-time benefited position is not represented by a union.

A cover letter and resume are required with your online application in order for your application to be considered complete; incomplete applications will not be considered for this position. Please note that you cannot attach documents to your online application after it has been submitted. If you experience technical issues, please feel free to call our office at (253) 856-5270 and we will do our best to assist you.

Interviews for this position are tentatively scheduled for June 13.

Under the direction of the GIS Supervisor, or designee, perform advanced technical work in the use of Geographic Information System (GIS) software and workstations. Under general supervision, plans, organizes, coordinates and participates in the development and implementation of the City's GIS system; directs and participates in the long-term development and enhancement of GIS information technology to meet City mapping and end user service objectives; supervises and performs GIS modeling duties; provides expertise, support, assistance and guidance to City staff and external contacts; and performs related duties as assigned.

The GIS Coordinator role is responsible for providing technical expertise and supervision of the day-to-day implementation and operation of the GIS within the context of the programs and policy directives requiring a strong application of GIS theory and principles. The GIS Coordinator completes standard professional level work assignments or projects. The position's duties require interacting with multiple internal and/or external customers or individuals to meet City work requirements and objectives. The incumbent must have sufficient job content knowledge in the functional area of GIS to ensure City standards are met.

GIS Coordinators independently perform responsible analytical work in support of the City Geographic Information System and other management goals and objectives. Assignments are typically received in terms of expected outcomes and incumbents are expected to act independently to develop required information, including selecting approach and analytical techniques, and to provide sound analyses and recommendations. Assigned projects may include analysis, application development, database design or other areas specific to the assignment. GIS Coordinator keeps the GIS Supervisor informed of progress, potentially controversial matters or far reaching implications. Work is reviewed only in terms of feasibility, compatibility with other work, or effectiveness of results.

Essential Duties and Responsibilities:

Works closely with end users to identify GIS requirements, technical issues and training needs; analyzes current business processes and recommends best practice solutions; constructs information technology definitions based on identified needs of the organization.

Designs, develops and maintains GIS production schedules; monitors project status to ensure timely completion of assignments.

Evaluates, recommends and implements GIS policies and procedures to promote maximum office efficiency and effectiveness.

Develops implements and manages GIS data and organizational structure/database environment.

Maintains and implements map services for internet and intranet applications.

Manages cost control and assists with budget management.

Coordinates with City departments in the development of GIS and associated software to produce, display and analyze geographic information.

Design GIS project methodology for assigned projects to include primary staff assistance in identifying needs and acquiring GIS products and services.

Participates in a wide variety of special projects as they relate to GIS applications.

Maintains current knowledge of trends and developments in the geographic information systems field.

Provides advanced technical support to train and assist system users in new and existing GIS applications.

Actively support the vision, mission, values, and goals of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

Knowledge, Skills and Abilities:
KNOWLEDGE OF:

- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis
- GIS database administration and management principles, methods and techniques, including quality control methods and practices
- Knowledge of GIS software tools and applications including but not limited to ArcGIS, specifically 10.X, ArcIMS, ArcSDE, AutoCAD suite, MS Visio and applications of MS Office Suite
- Principles and practices of GIS analysis and design
- Municipal government policies, procedures, and structure; and applicable local, state, and federal laws, codes, regulations, and ordinances
- Hardware and software applications development methods, tools and utilities applicable to the GIS system
- Methods, procedures and techniques for the preparation, review for accuracy and updating of lease plats and legal descriptions
- Contract administration methods and techniques
- Basic principles and practices of effective training and supervision
- Ability to organize work, establishes priorities, meet established deadlines, and follow up on assignments with a minimum of direction

SKILLED IN:

- Geographic Information Systems
- Researching, collecting, and inputting data
- Communicating effectively both orally and in writing
- Interpersonal skills with a tactful, patient, and courteous manner
- Using correct office practices, procedures, and equipment
- Using current GIS and operating system languages
- Using SQL to develop queries within the GIS applications

ABILITY TO:

- Plan, organize, integrate, monitor, and maintain a comprehensive GIS and its related applications to meet City wide mapping and customer service objectives, including developing long-range GIS system goals
- Develop and maintain effective customer-focused service processes with City management and end users
- Understand, analyze and define user requirements and recommend cost effective systems solutions
- Analyze complex problems, evaluate alternatives and make sound independent decisions within established guidelines
- Train others in the use of GIS applications
- Organize, plan and complete projects efficiently
- Work collaboratively and effectively with project teams including user representatives and outside resources and other encountered in the course of work
- Communicate effectively, orally and in writing using correct English grammar, spelling, punctuation and vocabulary
- Establish and maintain effective working relationships with those encountered in the course of work
- Maintain confidential and sensitive information

Education, Experience and Other Requirements:

Education: Bachelor's Degree from an accredited college or university in Geography, Computer Science, Planning, Engineering, Surveying or related field;

Experience: Six (6) years of increasingly responsible GIS experience.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record
- Experience with ESRI products preferred
- Must successfully pass a Washington State Patrol background inquiry