

## Job Description

### GIS Coordinator

Job Title: GIS Coordinator  
FLSA: Non-Exempt  
Union: AFSCME, Local #1135-CH  
Department: Information Services Department  
Reports to: Senior Applications Administrator  
Salary Level: GIS Grade III - IV  
Approved Date: 3/30/20 DD SH WLM

#### SUMMARY

To coordinate, evaluate, analyze, design, program, test, implement, and support complex Geographic Information System (GIS) software, hardware, and geospatial data management projects and systems for the department. Provides technical leadership and guidance for enterprise geospatial system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent in this position. Duties may include, but are not limited to the following:*

- Leads GIS development and supports moderately complex to complex projects including analysis of functional requirements; identification of computer system and digital data needs; preparation of technical specifications; organization of tasks and scheduling of corresponding work; and creation of status/progress reports to assure that project timelines are met.
- Assists in the analysis of GIS data requirements by reviewing existing manually-generated data and available digital data; and determines digital data design, assembly, conversion, compilation, and maintenance procedures required to successfully implement and fulfill long-term application requirements.
- Maintain County Unmanned Aircraft Vehicle (UAV) program to FAA standards and regulations.
- Prepares and presents written reports or other documentation which describe GIS and related application procedures, data requirements, software functions, and work that will be performed or that has been completed.
- Coordinates, assists, and trains county employees or subordinates in proper use and management of geospatial data, including maintenance of data quality assurance and quality control standards to County GIS standards.
- Performs complex geospatial analysis, geoprocessing, map compilation, and programming tasks to support Countywide business requirements; including input, editing, manipulation, management, analysis and output of spatial and related tabular data sets.
- Operates GIS computer equipment, such as, workstations, digitizers, plotters, printers, GPS equipment, as required.



- Provides technical supervision, education, or assistance to others on assigned projects.
- May be assigned to analyze, design, and implement hardware, software, and database interfaces between GIS and other computer systems as necessary to successfully automate client business functions.
- May be required to perform all the duties of subordinate classifications.
- Continuously communicates with supervisor regarding the status of assignments and projects.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree from an accredited college or university in GIS, Computer Science, Geography or a related field is required.
- Three-years' of progressively responsible experience in developing, performing, or supporting GIS applications on an enterprise level.
- Demonstrated multidisciplinary communication skills across all levels of an organization, but particularly with business-unit executives.
- Equivalent combination of education and experience which provide the applicant and the County with the necessary attributes for this position will be considered.

### **REQUIRED QUALIFICATIONS for GIS Coordinator Grade III**

- Meets all required qualifications of GIS Analyst Grade II - III
- Served a minimum of three years as a GIS Grade II or higher
- Complete a minimum of three (3) professional education courses in the Geographic Information System Field in the past three (3) years.
- Be recommended for advancement by the Director, Information Services Dept

### **REQUIRED QUALIFICATIONS for GIS Coordinator Grade IV**

- Meets all required qualifications of GIS Coordinator Grade III
- Served a minimum of three years as a GIS Grade III
- Complete a minimum of three (3) professional education courses in the Geographic Information System Field in the past three (3) years.
- Be recommended for advancement by the Director, Information Services Dept

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### ***Requires knowledge of:***

- County GIS software, hardware, and data standards to manage and utilize geospatial data
- Advanced GIS concepts, geoprocessing functions and techniques; and complex geospatial data management tools and procedures
- Advanced map compilation and editing skills; including coordinate transformations, cartography, product presentation



- Current IT technology as it pertains to GIS; including hardware, software, peripherals, vision, and innovation. This also includes using the above to integrate with other computer information systems
- GIS programming and system analysis techniques
- General project management, work flow, and organization

***Requires the ability to:***

- Demonstrate professionalism and leadership to subordinate employees; including: self-motivation, precision oriented focus, a strong value for quality, determination and perseverance, good problem solving skills (troubleshooting), and a "team player" attitude
- Be willing to assist other employees with strong customer service skills (listening, communicating, and being patient) demonstrating pride in workmanship and efficient time management
- Be adaptable to change, open minded and willing to challenge the status quo
- Independently analyze and solve problems and assist others in problem solving
- Exercise good judgment as to when to act independently and when to refer situations to higher authority
- Assume responsibility for completing projects and meeting deadlines
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with client departments, organizations, vendors, superiors, and associates
- Effectively function as a team member and project leader
- Use County GIS software, hardware and related peripheral equipment
- Educate others in the use of GIS-related software and hardware
- Read, understand, and apply technical manuals and procedures
- Maintain required records and prepare necessary reports including metadata documentation, filing office documents (i.e. plats, surveys, other), and other related items
- Work under pressure

**WORKING CONDITIONS:**

Work is primarily performed in an office environment. An occasional presentation of technical and complex information is required. Some work requires to be performed after normal work hours, weekends, holiday and/or on-call work. Frequent local travel and occasional in-state and out-of-state travel required.

**DISCLAIMER:**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of duties, responsibilities and qualifications required of employees assigned to this job. It does not prescribe or restrict management's right to assign or reassign duties and responsibilities to this job at any time.