

## GIS (GEOGRAPHIC INFORMATION SYSTEM) COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A GIS (Geographic Information System) Coordinator is responsible for the technical and analytical work in: planning, analyzing, designing, programming, and implementing an enterprise-wide GIS. Duties include: serving as a primary contact with GIS customer groups to analyze and specify business needs and associated applications; coordinating activities with GIS customers and the City's Information Services Division (ISD) to ensure projects and services meets customer's business needs; creating database designs and modeling; developing documentation; applying quality control processes to ensure system integrity; conducting system walk-throughs to verify functional requirements and customer satisfaction; developing detailed functional plans, system specifications, and program specifications using structured design methodologies; and providing technical leadership and training to other professional and technical staff. This class may supervise other GIS professional and technical classes. This class performs related duties as required.

**Distinguishing Features:** Work requires considerable independent judgment and initiative in combining a broad scope of professional and technical GIS knowledge and sophisticated, analytical judgments in order to resolve a variety of complex, technical GIS problems. Incumbents are required to carry out assignments without detailed instruction or guidance. The GIS Coordinator differs from the GIS Supervisor by performing work that requires a broader technical knowledge of the principles and techniques of the professional GIS field. This class reports to an Administrative Supervisor who reviews work through reports, conferences, and the evaluation of results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent graduation from an accredited college or university with a Bachelor's Degree in GIS, Geography, Computer Science, Engineering, or related field. Extensive (5+ years) experience working with GIS or related field. Extensive (5+ years) experience using Microsoft NT or Windows, AutoCAD, ArcInfo, or ArcView. Good (1 - 3 years) supervisory experience or experience acting in a lead capacity.

**Special Requirement(s).** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None. *(Due to the safety and/or security sensitive nature of the assignment, individuals in this classification assigned to the Police Department shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures).*

**Preferred/Desirable Qualification(s).** Graduation from an accredited college or university with a Master's Degree in GIS or related field is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, and contractors in order to coordinate and administer the use of GIS projects and data. Communicates with supervisor to provide feedback on work processes, work in progress, training, and/or skills and abilities of staff. Instructs and trains subordinates regarding the input of GIS data and GIS processes and standards. Prepare written documents with clearly organized thoughts and using proper sentence structure and grammar, in order to provide status reports and document work completed. Graphically communicates through maps and other visual presentation formats. Presents facts clearly and accurately in graphic form.

**Manual/Physical:** Distinguishes colors to determine proper graphic characteristics of mapping data. Enters data or information into a personal computer (PC) in order to access GIS, enters data into GIS databases, and creates specifications and reports. Prepares and updates maps, schedules, graphs, presentation graphics, or work and/or data flow charts to identify and report work flows, progress, and status. Moves objects of up to 50 pounds or more such as: roll paper, paper cartons, digitizing tablets, etc., for distances of up to 150 feet using an appropriate aid as needed. Operates a motor vehicle requiring a standard Arizona Driver's License to make field inspections and field checks on completed work. Operates a variety of office equipment, such as a PC, printer, etc., to enter data or information for studies, projects, and work assignments. Prepares and updates maps and schedules in order to output GIS data. Sorts, files, and distributes final plats and utility as-builts. Meets scheduling and attendance requirements.

**Mental:** Plans, develops, and supports the maintenance activities related to the input of GIS data. Prioritizes own work regarding the coordination of GIS data with other City departments, other governmental agencies, and consultants. Resolves procedural and operational problems by interpreting or clarifying procedures or processes. Performs mathematical calculations, statistical computations, and cost analysis regarding the coordination of GIS data. Assists in preparing the section budget. Comprehends and makes inferences from written procedures and specifications. Learns job-related material through on-the-job training or in a classroom setting regarding GIS and new technologies.

### **Knowledge and Abilities:**

Knowledge of:

GIS software, such as AutoCAD, ArcInfo, ArcView, etc.;

testing procedures, and backup and recovery procedures;

database management as it specifically relates to the administration and coordination of GIS;

systems analysis;

project management;

data manipulation procedures for GIS;

efficient use of software/hardware resources;

safeguards and security procedures for data file access; and

industry specific symbols and terminology such as transportation, fire, water and wastewater, planning, etc.

Ability to:

coordinate, plan, and maintain an enterprise-wide GIS in order to continue automation of data input and output and mapping work;  
develop specifications for new software needs in a GIS environment;  
determine if program code will work as designed;  
perform audits on existing application systems and those in the development phase to assure accuracy quality and integrity;  
explain technical data processing problems in non-technical terms;  
solve operational and procedural problems related to the application of the GIS by improving techniques and isolating errors;  
devise a schedule for the completion of work projects by considering such factors as the impact of other work, probable work completion dates, time required for coordination and review, and number and duration of probable interruptions;  
provide training for new or modified software; and  
track and monitor GIS problems in order to assist in identifying more difficult procedural changes; and  
write clear and concise reports.

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 City as the needs of the City and requirements of the job change.

Revised 8/15

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PAY GRADE: 55

EEO-Prof

NDOT SAFETY-No

SECURITY-Yes (PD Assignment Only)

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-TEC

SWORN-No

INCREMENTS 42-200