

GIS COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for the City's Geographical Information System (GIS) program, including all hardware, software, database application, peripherals, and associated supplies, management of, and support for, City wide GIS-related activities including gathering requirements for database design and development, application development, hardware/software acquisition and installation, GIS committee coordination, contractor management, inter-agency coordination, project team facilitation, resource identification, and City-wide standard development for GIS deployment and use; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for the City's Geographical Information System (GIS) program, including data collection and editing, database maintenance, cartographical design and maintenance, and production of paper and digital map products.
2. Establish schedules and methods for providing GIS services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of GIS staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the GIS program budget; submit budget recommendations; monitor expenditures.
6. Perform the most technical and complex tasks of the work unit including designing, developing, and maintaining the makeup of the City's internal GIS data network infrastructure.
7. Act as the City's representative to external agencies regarding GIS.
8. Ensure development and maintenance of the City base map and associated layers.
9. Establish data bases associating attribute data to GIS layers.

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GIS COORDINATOR (CONTINUED)

10. Coordinate project teams and provide technical support to various City departments to determine their mapping needs related to the GIS databases utilized by each department; coordinate updates to the database by GIS staff; act as project manager for GIS projects involving data base or layer development.
11. Evaluate hardware and software for GIS systems.
12. Perform research and analysis; coordinate geoprocessing and statistical analysis activities; support special projects.
13. Monitor GIS system utilization and recommend appropriate revisions to processes and procedures.
14. Supervise and perform quality control for all GIS data and applications.
15. Coordinate and monitor updates to the database among City departments to determine their mapping needs;
16. Serve as software administrator for the Public Works Department's maintenance management system; coordinate the interaction between the GIS-based asset inventory and the maintenance management system to the department; maintain the department's asset inventory system.
17. Maintain records concerning operations and programs; prepare reports on operations and activities.
18. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of GIS; incorporate new developments as appropriate into programs.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a GIS program.
- Principles and practices of land-based mapping application theory.
- Methods and techniques of implementing and deploying GIS-related applications and solutions using a variety of technologies.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- GIS hardware, software, server-based applications, and web-based applications.
- A range of software tools for GIS map creation and maintenance, data analysis, and Internet-enabled GIS, City standard software, database and operating systems.
- Global Positioning System (GPS) data collection utilities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Coordinate and direct a GIS program.
- Supervise, organize, and review the work of assigned staff involved in City infrastructure mapping and a variety of GIS services.
- Select, train, and evaluate staff.
- Recommend and implement goals, objectives, policies and procedures for providing GIS mapping services.
- Understand the organization and operation of the organization and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Participate in the preparation and administration of assigned budgets.
- Exercise independent judgment within procedural guidelines.
- Work independently in the absence of supervision.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Identify and conceptualize information needs, work flow sequences, and data acquisition problems.
- Develop economical and feasible presentations, making the best use of available GIS applications and design constraints.
- Effectively participate in GIS application programming and testing activities.
- Reason logically and clearly with symbolic information.
- Perform effectively under the conditions associated with the work.
- Develop and maintain appropriate documentation.
- Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Provide technical advice, staff training, and consultation to ensure efficient GIS systems utilization.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the GIS program to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in planning, computer science, geography (GIS), engineering, or a related field.

Experience:

Four years of responsible experience related to database analysis, database design, application development, project management, automated mapping or GIS including two years of administrative and/or lead supervisory experience.

License or Certificate:

Possession of,an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with occasional travel from site to site and exposure to all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: June 2004
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.