



GIS COORDINATOR

Summary:

Under general supervision of the City Engineer, is responsible for developing, managing and coordinating the City's Geographic Information System (GIS) and mapping functions.

DUTIES AND RESPONSIBILITIES

A. GIS Development, Coordination, and Mapping (75%)

- Oversees the building and maintaining of the city's Geographic Information Systems (GIS); designs, creates, and administers geographic and relational databases containing spatial elements and other types of information, specifically: hydrography, typography, infrastructure, and political/legal boundaries; establishes, maintains, and updates links; converts geographical information into digital form for use with the GIS; evaluates and reviews outsourced projects including aerial photography and digital base mapping; prepares map data for departments.
- Develops and maintains all databases for elements of the GIS.
- Develops and maintains databases of planning, development, and utilities related cases, projects, and information.
- Develops and/or maintains all official City maps, including but not limited to City limits and jurisdiction maps, zoning maps, street/addressing maps, water distribution, wastewater collection system and storm sewer maps.

- Assigns addresses and coordinates with various addressing partners such as E911, United States Postal Services, and emergency services.
- Prepares various reports, correspondence, flow charts, or other documents; reviews, completes, processes, forwards, maintains and/or takes action as appropriate.
- Communicates with supervisor, co-workers, users, other departments and other individuals as needed to identify GIS needs, review options and costs, discuss work in progress, exchange information, resolve problems, and provide operational support.
- Acquires a thorough understanding of the functions, procedures, and workflow of City departments as they relate to GIS operations and related support.

B. Administration (25%)

- Plans, monitors and ensures the effective use of manpower and equipment (e.g. Trimble handheld GPS).
- Assists City Engineer in developing the GIS/Mapping annual budget.
- Assists City Engineer in troubleshooting GIS programs and systems.
- Assists other City departments in mapping/drafting needs.
- Responds to questions, problems, and requests for information from employees, other departments, elected officials and citizens.

C. Performs other reasonably related duties in a safe manner as assigned by immediate supervisor and other supervisors as required.

JOB SPECIFICATIONS

Qualifications:

- Bachelor's degree from an accredited 4-year college or University with major coursework in Geomatics, Engineering, Planning, Geography or any Geographic Information Systems (GIS) related field and /or a minimum of 3 to 5 years work related experience in engineering modeling, GIS database development and management, electronic map management and CAD development preferred, or an equivalent combination of education and experience.
- Certification as a Geographic Information Systems Professional (GISP) or similar certification preferred.
- Must possess a valid driver's license and have an acceptable driving record.

Knowledge, Skills, and Abilities:

- * Working knowledge of local government organization functions and operations.
- * Working knowledge of the City's Zoning Ordinance and Subdivision Regulations.
- * Knowledge of the laws and regulations pertaining to the addressing system and ability to plan, organize and conduct research related to the Addressing System.
- Thorough knowledge of the Esri desktop, server, and online product line, AutoCAD and/or Bentley MicroStation (preferred)
- Ability to read and understand maps, drawings, site plans*, subdivision plats*, and permit applications*.
- Ability to prioritize workload.
- Ability to draft correspondence, official replies, gather and maintain technical and statistical data, and publications and reference materials.
- Ability to maintain and comply with suspense dates, legal notices, schedules, and attend required meetings, public hearings and reviews.
- Ability to maintain and retrieve files, records, reports, plats, site plans, applications, and other official documentation.
- Ability to manage multiple projects in an ever-changing environment.
- Ability to maintain regular attendance on the job.
- Ability to apply common sense understanding to carry out instruction furnished in written and oral form.
- Ability to schedule flexible work periods outside the normal work day and/or be on call.
- Ability to conduct computer drafting tasks under the supervision of the City's Engineering staff.
- Ability to maintain an effective working relationship with citizens and other employees.
- Ability to perform on-site supervision and data collection.

Physical Requirements:

- See well enough to read text on a computer monitor.
- Hear well enough to carry on a normal conversation and take minutes.
- Effectively operate a computer, typewriter, copier, fax, and other office machines.

- Have ability to sit for long periods at a time.
- Have ability to move freely about the office.
- Have ability to move and lift files and boxes weighing no more than 25 pounds.
- Have the ability to safely operate a motorized vehicle.

* May be learned on the job.