

**GIS COORDINATOR**

**Summary:**

Under general supervision of the Planning Director, 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 Planning Director in developing the GIS/Mapping annual budget.
* Assists Planning Director 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.