



Job Title: **Geographic Information System (GIS) Coordinator**
Department: Information Technology
Date: April 5, 2021
 Non-Exempt Exempt
FLSA Exemption: Computer Employee
Job Reports to: Manager of Information Services
Pay Grade: 13: \$30.7249 - \$41.1743 per hour
 Full Time Part Time

Job Description

Summary/Objective

Under limited supervision from the Manager of Information Services, develops, organizes, manages, designs, and maintains the City's Geographic Information Systems (GIS). Provides advanced training and technical support to end users regarding GIS and related hardware and software operations; performs related duties, as required.

Essential Job Functions *The duties listed below are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Coordinate, administer, maintain, and support the City's Geographic Information System (GIS) and other systems; related hardware and software including peripheral equipment, printers and plotters, GPS and other mobile devices.
2. Configure and maintain the City's GIS database, application, web servers, and web enabled GIS applications; may include after hours or providing on-call support.
3. Prepare, collect, organize and input data to maintain and enhance the City's GIS; including reading and interpreting as-built drawings, construction plans, engineering plans, recorded maps, deeds, legal descriptions, imagery, and related source documents.
4. Use various tools and methods, including coordinate geometry (COGO), digitizing, field research, GPS data collection, and processing.
5. Create and maintain multiple GIS layers including parcels, streets, right-of-way, zoning, other development layers, and water and sewer system layers.
6. Perform GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products.
7. Develop, design, plan, and implement various GIS projects including integration with other City systems and data sources.
8. Develop, test, prepare reports, and implement quality assurance (QA) and quality control (QC) processes; perform routine data management tasks, data validation and

correction, queries and editing in GIS to ensure data accuracy, integrity, and completeness.

9. Conduct research, provide recommendations and assist in the development and implementation of goals, objectives, standards, specifications, and policies and procedures relating to the City's GIS; conduct needs assessment's and assist in the development and maintenance of the City's GIS Master Plan.

Other Job Related Duties Performs other related duties or responsibilities as assigned

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Project Management.
5. Personal Effectiveness/Credibility.

Qualification Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Bachelor's degree in Information Technology, GIS, Geography, Urban Planning, Civil Engineering, or related field, with major course work in GIS;

Experience

Minimum of two years of professional experience utilizing geographic information systems including ESRI's suite of products, establishing and maintaining databases and digitizing as-built drawings plans.

Preferred skillset

- Programming and web development languages including Python, Visual Basic, HTML and Javascript.
- Network Modeling.
- Land-based management systems including permitting, licensing, and other development processes.

Licenses and Certificates;

Must possess a minimum of a valid Class "C" California Driver's License, with a safe driving record, upon hire and maintain throughout the length of employment.

Geographic Information Systems Professional (GISP) desired.

Knowledge, Skills & Abilities

Knowledge of:

- Current principles, practices, terminology, and trends in Geographic Information Systems usage and modern land based mapping application theory.
- Procedures, principles, and practices for the installation, configuration, upgrading, operation, and troubleshooting of GIS related hardware and peripherals, including printers/plotters, GPS devices and other related devices.
- GIS software including ESRI's ArcGIS platform, related extensions such as Spatial Analyst; Autodesk AutoCAD Map, and web-enabled / mobile GIS related software and applications.
- Relational Database Management Systems (RDBMS) such as Microsoft SQL Server, database and geodatabase principles and design, transact-SQL scripting, and database management and analysis techniques.
- Principles and practices of developing analytical maps, spreadsheets, graphs, charts, and written reports.
- Standard business applications including software required to accomplish the essential functions listed; Microsoft desktop and server operating systems, and mobile operating systems.

Ability to:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Reading and understanding technical manuals.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, external public and private agencies, consultants, vendors, suppliers, contractors and the general public.
- Applying safe work practices

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation, which includes finger printing and a pre-employment physical and drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands 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 these essential job functions.

Work Environment

Work is performed in an indoor and outdoor environment and in close proximity to other workers. May work in the field collecting GPS points and information. May be exposed to excessive noise levels. May be required to work within confined spaces. Incumbent shall be exposed to those conditions normally encountered in a business office environment.

Physical Demands

Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 60 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe/interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position has no supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). The position must be available to attend evening and weekend meetings as well as respond to emergency situations.


Travel

Regular, local travel is expected for this position. Occasional out of town travel for conferences, workshops, and various training opportunities is likely.

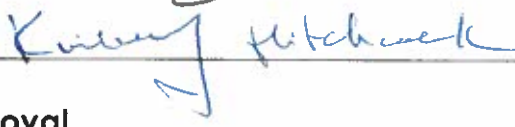
Disclaimers and approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 4/5/2021

Information Services Manager  Date 4-5-2021

Human Resources  Date 4/5/21

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____