

GEOGRAPHIC INFORMATION SYSTEM (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.

JOB OBJECTIVES

This position plans, organizes, coordinates and directs the development and maintenance of the city's geographic information system. Position must work cooperatively with city staff and the public to create unique, customized, digital and presentation maps and exhibits, write programs to provide user access to digital information and maps, and develops long term work programs for GIS.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to make non-routine judgments and recommendations to management regarding complex issues; incumbents operate independently and select appropriate methods to accomplish project assignments.

ESSENTIAL FUNCTION STATEMENTS

Other duties may be assigned as needed.

1. Design, develop and manage the city's geographic information system including the development and maintenance of the city's GIS data, hardware and software; assess department needs; research technological advances and ensure the city's geographic information system's data and capabilities remain current.
2. Coordinate GIS work flow, including receiving requests from other departments, prioritizing them with the assistance of the engineering manager, and coordinating projects.
3. Manage database development projects; develop and maintain systems to integrate new and existing databases.
4. Prepare written reports of GIS activities; run statistical queries from the city's GIS for various departments.
5. Provide support to system users regarding custom data and mapping products; consult with staff to assess custom needs; provide custom maps, reports or data extracts accordingly.
6. Create and maintain standard operating procedures and policies for GIS databases; recommend short and long range plans to meet the city's GIS needs.
7. Train and assist users; provide technical guidance and support for the user group and departmental staff on GIS systems, applications and procedures.
8. Interpret plans, photos and maps; input, edit and verify data to the GIS system; prepare and maintain a variety of base and specialty maps, records and reports related to land use, public works and other data.
9. Coordinate GIS user group meetings as necessary and recommend citywide GIS strategy. Meet with other departments to determine needs and direction of projects.

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10. Participate in the development of city policies regarding the provision of geographic data to the public and consultants; ensure adherence to established policies.
11. Participate on city and regional GIS related forums and committees.
12. Act as lead worker for lower level employees, including assigning work; training staff; reviewing work in progress and upon completion to ensure accuracy and compliance with instructions, established procedures and laws; and handling day-to-day personnel questions and problems.
13. Participates in the negotiation of inter-jurisdictional data agreements related to the development of the GIS; initiates related coordination and cooperative efforts to advance the GIS.
14. Provide technical support to a variety of engineering studies and data acquisition.
15. Prepare presentation graphics, maps, data, and drawings for City departments, City Council, special committees and other various organizations or agencies in the public domain of the City of Camas.
16. Research, collect and interpret survey plats, deeds, as-builts, notes and other legal records from a variety of government records to produce data, map layers and the digital library.
17. Provide information and assistance to professional consultants, staff, and the general public; respond to general inquiries.
18. Prepare and recommend GIS budget needs.
19. Identify staff training needs and opportunities. Evaluate on-site and off-site training programs as needed.
20. Perform other duties as assigned.

AUXILIARY FUNCTION STATEMENTS

21. Provide assistance to other departments in resolving GIS related issues.
22. Follow all safety rules and procedures established for work area.
23. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of geographic information systems.

Principles and practices of geographic information systems database design and maintenance.

Principles and practices of cartography and drafting procedures.

Laws pertaining to GIS records retention.

Policies, procedures, and operations of the city's GIS function.

EXHIBIT A
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Ability to:

Plan, organize, implement, and manage GIS projects.

Develop applicable skills at a level sufficient to implement GIS projects.

Provide information, training, and support for GIS users.

Interpret maps, legal descriptions, and a variety of other planning documents.

Manually prepare or edit maps for digitizing.

Operate a variety of computers and related equipment including GIS hardware, peripherals, and map reproduction equipment.

Operate specialized software applications to input, manipulate or edit geographic data and produce maps and reports

Plan, organize and supervise the work of subordinate employees as required, including training employees, assigning and evaluating their work, and providing job performance feedback.

Develop and maintain a drawing and archive system.

Establish and maintain cooperative and effective working relationships with others and provide excellent customer service.

Communicate effectively both orally and in writing, including explaining detailed information to GIS users and the public.

Education and Experience Guidelines

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Education:

Associate's degree in computer science, geographic information systems, management information systems, civil engineering, cartography or related field required. Bachelor's degree in one of these fields preferred.

Experience:

Two years increasingly responsible experience developing and maintaining a GIS system.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Office environment.

Mobility: Walking, standing or sitting for prolonged periods of time. Lifting up to 20 pounds, shoving, pulling, stooping, bending, reaching, and twisting while handling a wide variety of materials.

Communication: Speaking and hearing to exchange information.

Vision: Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Other Factors: This position works inside, and the noise level in the work environment is usually low. The incumbent travels to meetings at other city facilities and occasionally to outside agencies.