

**CITY OF VANCOUVER**

**GEOGRAPHIC INFORMATION SYSTEM COORDINATOR**

**DEFINITION**

To perform advanced level professional planning work in current or advanced planning; perform highly responsible technical tasks necessary for the development and operation of the City's Geographical Information System (GIS); and provide responsible staff assistance to higher level staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level staff.

Exercises functional and technical supervision over professional and technical staff.

**ESSENTIAL AND OTHER FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Examples of Essential Functions:**

Develop and administer a Geographic Information System (GIS) on a Windows NT workstation with X-Terminal, LAN and shared computing expendability using ACR/INFO GIS software.

Coordinate the City's GIS program with other agencies including the Clark County Assessor, Clark Public Utilities and others.

Perform common system administration functions on a Windows NT workstation including regular DAT backups, system start-up/shut-down, files system maintenance and other functions.

Create and maintain data sets related to the City's GIS program.

Analyze and formulate solutions to urban planning issues using ARC/INFO GIS software including production of maps, graphs and charts.

Develop general plan elements and amendments; prepare long term planning recommendations, precise plans, or complex subdivisions.

Develop and present recommendations on various development permits and applications; prepare appropriate reports.

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**Examples of Essential Functions:**

Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating planning and zoning matters; provide information regarding City development requirements.

Conduct and supervise planning studies in the community to gather data for evaluating current advance planning projects.

Maintain and continue development of the Tidemark Permits Tracking System.

Provide lead supervision and technical assistance to professional and technical planning staff.

**Examples of Other Functions:**

Review development proposals and work with developers to reach agreement on acceptable site plans; review various development applications for compliance with appropriate regulations and policies; prepare reports for recommendations.

Interpret and apply environmental quality laws and regulations to ensure that development, City projects and municipal code amendments are in compliance.

Perform extensive research regarding implementation of policies established by the general plan, zoning ordinance, or other land use and development ordinances.

Accept and analyze development applications; prepare appropriate noticing; attend public hearings and follow up on matters requiring a zoning administration decision.

Provide staff support to a variety of boards and commissions; attend and participate in professional groups and committees.

Provide information to the public regarding zoning, land use and the general plan; participate in public meetings as necessary.

Maintain a complex filing system of various documents and reports for reference.

Perform related duties and responsibilities as required.

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**QUALIFICATIONS**

**Knowledge of:**

Geographic information systems including multicadastre land information systems and other GIS formats.

Windows NT operating system including the ASCII editors, shell scripts, and other common system programming functions.

ARC/INFO software for the Unix workstation including ARCEDIT, ARCPLOT, ARC Macro Language (AML), and other ARC/INFO tools.

Principles and practices of urban planning and development.

Methods and techniques of effective technical report preparation and presentation.

Research methods and sources of information related to urban growth and development.

Recent developments, current literature and sources of information related to municipal planning and administration.

**Ability to:**

Manage and coordinate a GIS program within a Windows NT workstation environment including LAN interconnectability, shared computing and X-Terminal technology.

Prepare and analyze relational data for spacial representation.

Produce maps depicting spacial relationships of data from land information systems, transportation modeling systems, and other resources.

Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.

Analyze and develop policies related to land use and community development.

Prepare and analyze technical and administrative reports, statements and correspondence.

Operate a personal computer and appropriate software programs.

Communicate clearly and concisely, both orally and in writing.

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**Ability to:**

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training 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:*

**Experience:**

Three years of responsible, professional, urban planning and GIS experience.

**Training:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, geography, public or business administration or a related field.

**WORKING CONDITIONS**

Office environment; prolonged posture in a seated position; extended periods of computer operation.

**OPERATING PRINCIPLES**

Individuals are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

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