

# **CITY OF ANACORTES**

Position Description

08/01

**JOB TITLE:** Geographic Information System Coordinator

**CLASSIFICATION:** Non-exempt

**DEPARTMENT:** Engineering

**REPORTS TO:** City Engineer

**PRINCIPAL PURPOSE OF JOB:** Under the direction of the City Engineer plan, organize, coordinate and direct the development and maintenance of the City Geographic Information System; research and design databases; collect and input data; develop, produce and analyze output; provide information, training, and support for users.

**LEVEL OF AUTHORITY:** Performs regular and recurring drafting, designing and surveying duties with only general and infrequent supervision. Work assignments are performed within defined latitude for independent judgment and are periodically checked for accuracy and compliance with time schedules and applicable regulations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Majority of work is performed at desk. Routinely requires frequent surveying over uneven ground in all weather conditions.

## **ESSENTIAL JOB FUNCTIONS**

1. Plan, organize and coordinate the development and maintenance of the Geographic Information System; research and design databases; collect and input data; produce and analyze output.
2. Coordinate GIS work flow; receive requests from user departments; prioritize through the Director and coordinate projects between user groups and engineering staff to assure completion of assignments.
3. Develop and maintain systems to integrate new and existing databases; meet with user groups to determine needs and direction of projects; collect and analyze information as needed.
4. Train and assist users; provide technical guidance and support for the user group and departmental staff on GIS systems, applications and procedures.
5. Conducts research and data collection; interprets plans, photos and maps.

6. 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.
7. Communicate with a variety of City departments and outside organizations to coordinate activities, exchange information, receive requests and resolve questions or concerns.
8. Attend meetings to provide GIS system information as directed.
9. Perform other Engineering duties as assigned

### **ADDITIONAL JOB FUNCTIONS**

1. May perform portions of the work of higher classified positions, as assigned.
2. May perform duties of similar complexity in any City department, as assigned.

### **QUALIFICATIONS AND CAPABILITIES**

#### ***Knowledge Of:***

1. Principles and practices of Geographic Information Systems, particularly ARC/INFO.
2. Principles and practices of GIS database design and maintenance, including ACCESS and other common databases.
3. Municipal GIS applications.
4. Laws, rules and regulations related to assigned activities.
5. City organization, operations, policies and objectives.
6. Operation of a microcomputer and software.
7. Interpersonal skills using tact, patience and courtesy.
8. Oral and written communication skills.
9. Record-keeping techniques.
10. Technical aspects of field of specialty.

#### ***Ability To:***

1. Design, develop and maintain GIS databases; provide information and support for GIS users.
2. Maintain level of competency in rapidly changing GIS technology.

3. Operate a variety of computers and related equipment including microcomputers, peripherals, map reproduction equipment and software programs.
4. Plan, organize, and manage GIS projects.
5. Read and interpret maps.
6. Maintain records, files and logs.
7. Complete work with many interruptions.
8. Establish and maintain cooperative and effective working relationships with others.
9. Communicate effectively both orally and in writing, including explaining detailed information to the public.
10. Meet schedules and timelines.
11. Work independently with little direction.
12. Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

**EDUCATION AND EXPERIENCE:**

AAS in computer science, GIS, MIS, civil engineering, cartography or related field required with BA/BS preferred. Two years increasingly responsible GIS development and maintenance experience. Professional level experience of a similar nature in a responsible position may be substituted for the education requirements on a 2 to 1 basis.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamental of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Washington State Driver's License.

Physical

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Use of Tools

Standard office equipment including personal computer, memory typewriter, multi-line telephone system, fax machine, copier, 10-key calculator and dictation equipment.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

**Are you able to perform the essential functions of this job with or without accommodation?**

Yes \_\_\_ No \_\_\_

**If testing is required, will accommodation be necessary?**

Yes \_\_\_ No \_\_\_

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**Signature**

**Date**