GIS COORDINATOR I

DISTINGUISHING FEATURES OF THE CLASS: This is specialized technical and administrative work of a moderately complex nature involving the responsibility for overseeing the day-to-day operations of Geographic Information System (GIS) technology and the planning and development of GIS databases. The work is performed under the general supervision of the Director of Information Services or administrator and work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, implements and oversees GIS program to generate spatial information;
Develops GIS databases, products and applications;
Provides technical assistance, including instruction, database development and programming to staff;
Ensures the quality of GIS databases by coordinating the development of same;
Administers databases with a spatial component as pertaining to GIS;
Provides input in the development of policies and procedures by gathering information and making recommendations;
Develops procedures for file management, security, documentation and distribution of GIS data;
Researches and provides input for the acquisition of GIS data, software and hardware;
Meets with and provides assistances to outside consultants with respect to the development of GIS applications;
Confers with public officials, members of municipal boards and the public on the use of GIS, spatial information, planning activities, etc.;
Prepares and presents GIS demonstrations to personnel and the public;
Prepares reports and memoranda on specific GIS studies, including maps, graphs and tables;
Reviews and evaluates emerging GIS technology in order to maintain and improve GIS program;
Evaluates and recommends use of vendor software packages;
Attends workshops and seminars to keep current with emerging GIS technology.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of management information and data processing principles; good knowledge of the general principles and techniques of GIS, as applicable to municipal government; good knowledge of GIS fundamentals, including geocoding, address matching, topology, interpolation of linear and non-linear data and relational databases; good knowledge of GIS-related software with proficiency in appropriate software*; working knowledge of GIS programming languages; working knowledge of GPS technology, desktop mapping, publishing, web and database applications; working knowledge of principles and practices of computer program development and modification; ability to gather, develop, maintain and analyze vector and raster data as well as non-spatial data; ability to analyze departmental needs and/or department operations and to customize computer mapping and graphics applications; ability to understand and interpret complex written materials; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others.

*Proficiency in GIS software to be demonstrated during probationary period. For example - the ESRI suite of GIS software, including ArcGIS, ArcIMS and ArcSDE;

(over)

MINIMUM QUALIFICATIONS: A Bachelor's degree in Computer Science, Data Processing, Management Information Systems, Information Technology, GIS, Geography or comparable curriculum and four (4) years of experience in the development and/or maintenance of GIS programs in a large scale government, corporate or academic setting.

NOTES:

1. Graduation from high school or possession of an equivalency diploma and additional years of work experience in the use of GIS technology and computer programming and relational database development may be substituted for college on a year-for-year basis, up to a maximum of four (4) years.

2. A Master's degree in Computer Science, Data Processing, Management Information Systems, Information Technology, GIS, Geography or comparable curriculum may be substituted for one (1) year of the required experience.

3. Two (2) additional years of work experience in the development and/or maintenance of relational databases and GIS programs in a large scale government, corporate or academic setting may be substituted for the specialized Bachelor's degree (i.e., a Bachelor's degree in any other major will be required).