

JOB DESCRIPTION

DEPARTMENT: INFORMATION TECHNOLOGY

JOB CODE: IS-A-108
12/2009

JOB TITLE: GIS COORDINATOR

JOB SUMMARY: Primary responsibility is education and assistance to other city departments in the development and application of GIS technology. In addition, the coordinator is responsible for coordinating the use of GIS applications and data between different departments and agencies. Also, the GIS coordinator researches and recommends GIS solutions for use by various city departments and agencies.

JOB DUTIES:

- Maintain and install GIS hardware and software needed for GIS projects.
- Maintain in-house and vendor supplied GIS software.
- Fulfill the creation/generation and delivery of data to local and remote clients.
- Monitor performance of GIS server applications in use and make any necessary improvements.
- Design GIS server applications, forms, databases and any other activities essential to development of GIS applications.
- Write and maintain GIS server documentation for personnel using GIS applications.
- Assist in investigating GIS applications and provide consultation to city departments and agencies based on their needs and the resources available.
- Test and install GIS system upgrades.
- Evaluate technologies to ensure optimum performance and capabilities for GIS applications.
- Recommend new GIS applications, methodologies and equipment as needed for city department and agencies.
- Work with other city departments and agencies to establish best practices in the use of GIS data and applications by developing standards and procedures, developing and presenting training and support programs and promoting knowledge and data sharing among city departments and agencies.
- All other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

- Bachelor's Degree in Information Systems, Computer Science, Geography or related field plus two (2) years of work experience with supporting GIS software is required. Equivalent work experience can be substituted for the education requirement.
- Experience with Windows operating systems required.
- Proficiency in Word, Excel, Geodatabase and Access required.
- Experience with Enterprise ArcGIS server preferred.
- Other experience with related software and technologies such as ArcGIS, MapObjects, ArcObjects, ArcPad, ArcSDE, Microsoft Access, SQL Server, .NET, Python, ERDAS Imagine, GPS or remote sensing.
- Ability to communicate effectively orally and in writing.

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GIS Coordinator
Information Technology

JOB CONDITIONS:

- Office conditions.
- Moderate to heavy lifting.
- Frequent sitting for long periods of time.
- Occasional after-hours/weekend work (scheduled and unscheduled) by which compensatory time would be the first choice for restitution.
- Available to travel out of town for meetings, conferences and training.