

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR**

### **DEFINITION**

Under general supervision to coordinate the development and continuing improvement of the County's geographic information system, serve as staff to the GIS Committee, identify and coordinate fulfilling the GIS needs of the County Departments; and, do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly technical senior position and requires extensive knowledge and experience with ArcInfo, ArcView, and AutoCAD map; strong project management skills; strong time management skills; strong oral and written communication skills; ability to establish and maintain effective interpersonal relationships at all organizational levels; ability to quickly learn new skills; overall knowledge of computer systems and networks; ability to remain knowledgeable in developments in the geographic information systems field.

### **REPORTS TO**

Director of Planning & Building Services

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

(GIS) Geographic Information Systems Planner I, II; (GIS) Planning Technician

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 2**

### **EXAMPLES OF DUTIES**

- Coordinate the development and maintenance of the County's base parcel map and enterprise data
- Supervise GIS Planners and Technicians
- Work with County Departments and other public agencies to develop new layers in the County GIS which may incorporate utilizing global positioning software (GPS) and hardware
- Coordinate, prioritize, and manage the creation and maintenance of GIS applications and layers
- Oversee the development of specialized database links to the GIS
- Make presentations demonstrating the uses of GIS and GPS
- Develop training programs to assist users with basic or web-based GIS and GPS applications
- Assist in data collection
- Produce custom reports for County Departments
- Evaluate GIS software
- Perform SQL functions
- Write reports for the County's computer users in Crystal Reports or similar software
- Train County employees in GIS application use, and, assist with specialty projects.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, digitizers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 3**

### **KNOWLEDGE OF**

- Windows family of operating systems
- Geographic Information Systems
- ArcView, ArcInfo, and AutoCAD mapping software
- Cartography
- GIS data entry and digitizing procedures
- Trimble GPS hardware and software

### **ABILITY TO**

- Work under general supervision
- Manage projects
- Manage time
- Represent the County at meetings or product demonstrations
- Communicate effectively
- Train, coordinate, and supervise the efforts of others
- Collect, interpret, and integrate cartographic data from different sources
- Collect, compile, analyze, and present technical, statistical, and other data related to GIS
- Perform a variety of technical support assignments for County departments

### **SKILL TO**

- Complete tasks and assignments with deadlines
- Acquire and maintain a good working knowledge of GIS applications
- Use personal computers, servers, PC operating systems, off-line storage mediums, printers, and network hardware
- Develop GIS solutions
- Work effectively with groups

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – 4**

### **TRAINING AND EXPERIENCE**

Four (4) years of full-time experience consisting of progressively responsible duties performing work equivalent to a GIS Technician is required.

Graduation from an accredited college or university with a Bachelor's or Master's degree in computer science, geographic information systems, geology, cartography, or a closely related field may substitute for a portion of the required work experience.

At least three (3) years supervisory experience training, organizing, and motivating staff in developing creative and practical solutions to complex problems is highly desirable.

### **SPECIAL REQUIREMENT**

Must possess a valid drivers license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.