



Department: Engineering/Public Works
FLSA Status: Exempt
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JOB TITLE: GIS Program Coordinator

SUMMARY:

Under general supervision, the GIS Program Coordinator performs a wide range of complex professional work in the management, design, implementation, maintenance, and analysis of geographic information systems. This position provides technical guidance to the City's management team on matters related to full implementation of GIS Citywide; operates GIS workstations and software; performs research, maintenance, data entry, verification and administration of spatial and attribute databases; prepares presentation mapping, reporting and analysis, as well as routine and special mapping and analysis requests; works in association with other departments and agencies; and provides training and project supervision to lower level classifications and other City staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the primary technical expert for the City on matters related to geographic information systems.
- Develop, design, maintain, deploy, implement, and coordinate GIS-related systems, applications, and programs.
- Act as database administrator for enterprise database management relating to GIS, GIS applications, and distributed mapping applications, and manage database connectivity for a wide variety of GIS-related software applications.
- Supervise City and consultant staff as assigned.
- Perform complex spatial analysis utilizing ESRI, Autodesk, Oracle, Microsoft, and other software platforms and spatial / database tools.
- Administer, manage, and complete projects requested by various departments, including project analysis, verifying and validating the resulting data, assuring quality control and completeness, and meeting established deadlines.
- Prepare a variety of operational, statistical, and administrative reports related to GIS functions and services.
- Prepare Requests for Proposals / Requests for Qualifications to obtain consultant professional services; assist in the selection of consultants; prepare and administer consultant contracts using City-standard forms and documentation for GIS-related professional services contracts.
- Coordinate and/or provide training for in-house staff, other departmental staff throughout the City and to other agencies (as needed), including the development of training materials and media, and procedure manuals and documentation.
- Assist in the development of departmental budget, needs analysis, and division requirements.
- Coordinate the establishment, publishing and revision of documentation, metadata, procedures and guidelines, standards, stock maps and plots, standardized and routine maps as DWF's, PDF's, and/or images, and dissemination of said materials/media.
- Represent the City on GIS-related issues when coordinating with other local agencies and users groups.
- Answer inquiries from developers, engineers, realtors, or the general public about GIS- related data.
- Create, organize, and maintain mapping and filing systems.

- Perform related duties as required.

ABILITY TO:

- Operate, set-up and configure GIS workstations and software.
- Operate, set-up and configure peripheral equipment such as digitizers, printers and plotters.
- Troubleshoot and perform routine maintenance on GIS workstations and peripheral equipment.
- Perform research, documentation, maintenance, entry, and verification of spatial and attribute data.
- Produce mapping, reports and/or analysis which satisfy routine and special departmental requests.
- Develop, test and implement GIS applications.
- Identify goals, objectives and problems, examine alternatives, and develop procedures, conclusions and recommendations.
- Perform transportation and network routing and analysis.
- Communicate clearly and concisely, orally and in writing.
- Design, develop and maintain departmental and city-wide spatial and attribute data.
- Import, export, translate, convert, and transfer mapping and attribute data using the network and the Internet.
- Coordinate all levels of staff training.
- Supervise staff and/or consultants on daily, routine, and special projects.
- Assist in the development and maintenance of departmental budgets.
- Use Internet-based tools for the delivery of Intranet/Internet mapping and database applications.
- Establish and maintain effective working relationships with division and departmental staff, other City departments, other agencies and the public.
- Understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying: Typical education would include a Bachelor's Degree or equivalent in Geographic Information Systems, Computer Science, Cartography, Engineering, Geography or a closely-related field. An Associate of Arts Degree from an accredited college or university with college course work in GIS, Computer Science, Cartography, Geography, or a closely-related field and five years experience in operating, maintaining, and implementing automated mapping or geographic information systems may substitute for the Bachelors Degree.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with City staff, departments, and outside agencies.
- Work independently without close supervision.
- Prepare clear, comprehensive written reports and presentations.
- Prepare and deliver oral presentations.
- Prioritize and schedule work.
- Meet schedules, deadlines, and timelines.
- Possess excellent interpersonal skills.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- At least seven years of experience in operating, maintaining and implementing automated mapping or geographic information systems.

- Autocad Map, ArcGIS, Spatial Analyst, Autodesk Mapguide, Microsoft Access, and Oracle8 experience desirable.
- Knowledge of safe work practices and methods.
- General knowledge of the geography of the City.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California Class C driver's license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- 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 and walk. The employee is occasionally required to talk or hear. The employee is occasionally required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which weigh approximately 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

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.
- While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and may be required to work evenings or weekends. Frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.