

# JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	GIS Coordinator	<i>Pay Grade:</i>	EAP-9
<i>Department:</i>	Engineering/Public Works	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Engineering/IT Building	<i>Reports to Position:</i>	Assistant Director of Engineering
<i>Effective Date:</i>	February 10, 2022		

**JOB SUMMARY**

Under general supervision of the Assistant Director of Engineering, assists and directs operations of the engineering division through the application of an advanced knowledge of GIS mapping systems; designs, plans, and produces geographic information using Geographic Information System mapping systems; organizes and administers the City's GIS Projects and activities, including Global Positioning Data collection, GIS Internet applications, and database analysis; provide training to other employees in GIS use; provide GIS services to other City Departments and outside agencies; perform complex analysis of GIS related computer applications; performs other related duties as required; attends meetings and training as needed.

- ESSENTIAL JOB DUTIES/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Attends meetings and training seminars as required
  - Assist other departments/divisions and the public by providing technical support as needed
  - Provide technical assistance to the planning commission, city manager, and city council as needed
  - Performs complex spatial analysis, utilizing Arcview, ArcGIS, Microstation and other database tools

- Coordinates the integrations of new systems into existing systems
- Coordinates a wide-range of GIS application development, GIS based solutions, and implementation and deployment of GIS based products with other City Departments
- Develops and designs databases to meet departmental needs including Microsoft SQL 2005 and SQL 2005 Express databases
- Performs complex analysis including statistical analysis of system data
- Provides project oversight for GIS projects assigned to other Engineering staff
- Provides project oversight for Global Positioning Data collection
- Maintains GIS project files
- Works with other City Departments to solve construction or maintenance problems
- Prepares reports, documentation, maps and plans as required
- Prepares operations manuals for GIS
- Research records at Lee and Russell County Court houses to research deeds, easements, right-of-ways, property assessments, and agreements as per requests by all city departments

## **QUALIFICATIONS**

### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### **Education/Training**

Associate's Degree from an accredited college with major coursework in Computer Science, Geography, Cartography or related field

#### **Experience**

Two years experience in GIS, geography, cartography and/or computer science operations, maintaining and implementing automated mapping or geographic information systems (with Associates Degree)

Four years experience in GIS, geography, cartography and/or computer science operations, maintaining and implementing automated mapping or geographic information systems (without Associates Degree)

#### **Licenses or Certifications Required**

Possession of a valid driver's license

Specialized certificates in GIS disciplines

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

**Knowledge of:**

- Principles, practices and techniques of geography, cartography, mapping and map projections
- GIS systems specifications, designs or enhancements
- Knowledge of GIS applications, scripts, and utilities using applicable program knowledge, tools and hardware
- Administration and design of tabular relational and attribute databases, design and implementation of spatial data and its characteristics
- Perform research, documentation, maintenance, entry and verification of data techniques
- Utilize word processing, spreadsheet, database and computer aided drafting software

**Ability to:**

- Perform research, documentation, entry and verification of spatial and attribute data
- Produce mapping reports
- Develop, test and implement GIS application
- Develop and maintain departmental and City-wide data
- Translate and convert mapping data, provide technical advice and consultation
- Analyze data to produce information as needed by departments
- Monitor system use and provide software training at appropriate levels for staff
- Prepare clear, accurate and concise reports and records
- Establish and maintain cooperative working relationships with other City employees and the public
- Communicate effectively in a professional manner with supervisors, co-workers, and the general public
- Work in a constant state of alertness and in a safe manner

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

**Environment:** Time spent will primarily be in a standard office setting as well as some outdoor field work, travel to out of town training events, conferences and meetings may also be required

**Physical Demands:** See accompanying page for details

**Key Working Relationship:** City Engineer, Assistant Director of Engineering, Employees of Engineering and Other City Departments

## APPROVAL/ACKNOWLEDGEMENT

\_\_\_\_\_  
Department Head

City Engineer/Dir of PW  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – GIS COORDINATOR

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders	X			
Reach Below Shoulders	X			
Repetitive Arm Use	X			
Repetitive Wrist Use			X	
<b>Repetitive Hand Use</b>				
a) grasping		X		
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors			X	
Outdoors		X		
Extreme Heat		X		
Extreme Cold		X		
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	3	8
Stand	2	4
Walk	1	4

**Additional Considerations (including clarification of any of the above)**