



Geographic Information Systems Coordinator (1107)

FLSA Status: Exempt

Pay Grade: 21

Safety-Sensitive: No

Purpose

The purpose of this classification is to coordinate operations and staff involved in utilizing and administering Geographic Information Systems (GIS) software and data and to provide new and/or updated spatial and tabular data in support of County departments and staff to assist with financial, geographic, and demographic decisions.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Manages GIS data: captures, stores, manipulates, analyzes, manages, and presents spatial, geographic data and other data; uses ArcMap GIS software to create and manipulate spatial polygons, lines, and/or points of geographic interest or use; analyzes the spatial data in conjunction with aerial images and other data; creates map representations of data; enters coordinates, links, and other data; and provides quality control on all spatial data.

Serves as point person for technology purchases and sales agent for spatial and mass appraisal data sales: analyzes and researches software and technology equipment that will help all departments perform their jobs more efficiently; handles data sales of GIS layers and mass appraisal data to customers.

Supports all departments with GIS technology and staffing: prepares and assists department with GIS, including mapping, Global Positioning Systems (GPS), contour and elevation software, mass appraisal software, and related systems; maintains and updates related data and information; prepares, analyzes and presents data, maps, and related graphics and information.

Provides computer and software support for the GIS and Tax Assessor departments: troubleshoots computer and software issues; coordinates office contracts for vendors on computer purchases; installs computer software and peripherals; and facilitates software updates and backups.

Updates and maintains website: updates and administers websites and programs for assigned departments.

Provides customer service: answers questions and provides information regarding maps, deeds/plats information and correction, and timber analysis; and handles citizen map and data sales.

Supports GIS staff: supports GIS staff with departmental, administrative, and budgetary evaluations; responds to employee issues; fills in for employees as needed; and provides in-house GIS training.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in GIS, Information Technology, Geography, or a related field required; supplemented by three years of experience utilizing and administrating GIS related software and systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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