



GIS Coordinator

Information Technology

Position # : ITD 911
FLSA: Exempt
Grade: 22

JOB SUMMARY

This position is responsible for coordinating and managing the development of an enterprise geographic information system (GIS) for the county.

MAJOR DUTIES

- Manages the development and maintenance of the GIS database.
- Develops budget proposals and manages assigned funds.
- Supervises the work of the GIS Technician; provides technical assistance with advanced application features; checks quality of data created and edited by Technician; assigns work tasks.
- Maintains and develops GIS mapping applications.
- Manages spatial data in multiple formats; identifies, collects, creates and manipulates data; facilitates data acquisition as needed.
- Manages GIS databases; applies effective database management practices to ensure data integrity.
- Provides mapping and data services to multiple county departments, state agencies, nonprofit organizations, businesses, and the general public; provides analyses and generates reports, charts and maps.
- Maintains mapping interface in the Emergency 911 dispatch system; provides GIS databases updates.
- Oversees quality control activities; ensures the accuracy of GIS data used within the dispatch system, the CAMA system, and the GIS database.
- Supervises and manages projects conducted by technical consultants.
- Provides GIS and GPS training and technical support to staff.
- Researches and evaluates new geospatial technologies and identifies opportunities for enhancement of services.

- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of current GIS software and hardware.
- Knowledge of GIS concepts and methodology.
- Knowledge of federal, state and other data sources.
- Knowledge of database management principles.
- Knowledge of GPS hardware and software.
- Skill in interpreting drawings, maps, plats, and surveys.
- Skill in the production of maps and other GIS products.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in operating computers and job related software programs.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Information Technology Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and county policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and technical duties. The necessity of accessing data from a variety of databases contributes to the complexity of the position.
- The purpose of this position is to coordinate the department's GIS database development and maintenance operations. Successful performance helps ensure the accuracy of GIS information.

CONTACTS

- Contacts are typically with coworkers, other county employees, emergency management personnel, elected and appointed officials, business leaders, and members of the general public.

- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over GIS Technician (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.