

COMPUTER MAPPING/GIS COORDINATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional, supervisory and administrative work involving the coordination of an agency Computerized Mapping/Geographic Information System (GIS). The work involves developing and administering policies, standards, procedures and guidelines relating to access and utilization of the Computerized Mapping/GIS System. Each agency GIS Coordinator shall work with other agency GIS systems to best comprise the City's overall Enterprise GIS System. The work also involves supervising lower level professional and technical staff; participating on City-wide GIS usage teams; supervising and providing technical assistance; and coordinating activities with other City departments, governmental agencies and private agencies such as utilities. The work is performed under the general supervision of a Principal Engineer or other high-level manager and involves the exercise of considerable independent judgment.

Examples of Duties and Responsibilities:

Plan and oversee the selection, installation, and usage of hardware, software, and peripherals to support the respective agency's Computerized Mapping/GIS applications in the Engineering Division, Water Utility, and in other City agencies. Introduce other City staff to the capabilities of GIS technology and assist in the determination of immediate and long-term needs and applications.

Participate on interdepartmental GIS usage teams, coordinating with other divisions and Information Technology to determine the most effective use of the GIS program. Perform leadership, planning, training, administrative, analysis, research, and development activities relative to the total project management and system conversion. Ensure adequate system support.

Develop and maintain annual and long-range plans for Computerized Mapping/GIS facilities and services for the respective agency. Develop, justify and administer annual budget allocations for equipment, software, services, and staff time.

Monitor developments in Computerized Mapping/GIS, computer-aided drafting, and other areas as they relate to agency and City applications. Maintain a familiarity with activities and trends in the field of geographic information systems and recommend actions to improve techniques, facilities, services, and procedures.

Establish necessary policies and procedures, assign responsibilities, and oversee operations to ensure correct procedures are being followed.

Coordinate activities with various City departments and public and private agencies to facilitate the exchange of digital data and the sharing of resources. Recommend design or

procedural techniques that will allow for the interfacing of the respective agency and City's GIS technology and systems with other major systems and data sources. Coordinate the continual sharing/exchange of data and resources.

Coordinate other data processing functions within the Engineering Division or Water Utility. Coordinate with appropriate personnel on development and related technical matters. Coordinate the purchase and installation of hardware and software. Support the networking of computers with other platforms including the City's Computerized Mapping/GIS System. Help coordinate the computer training of Division staff. Coordinate the maintenance of computer supplies.

Supervise and coordinate the Engineering Mapping Section responsibility for the Division's GIS / Mapping and Public Land Records program.

Oversee and manage the development of the Water Utility Asset Management Program. Supervise the Water Utility Asset Manager and support the Asset Manager by prioritizing work and setting program goals.

Supervise, assign work, establish priorities, and provide discipline, if necessary for assigned staff. Participate in selection interviews and recommend hiring.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the application of computerized mapping and drafting systems, equipment, and software. Thorough knowledge of GIS and computer mapping, computer programming and SQL, relational database management, and computer network operations. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of related engineering principles and technology. Working knowledge of supervisory principles and techniques. Ability to research and evaluate computer hardware and software. Ability to communicate system capabilities to potential and current users. Ability to develop operating policies and procedures. Ability to supervise staff and to lead project teams. Ability to solicit recommendations from staff and create relevant databases. Ability to provide related training and consultation. Ability to communicate effectively both orally and in writing. Ability to read and understand legal property descriptions and construction drawings. Ability to write contracts and requests for bid proposals. Ability to establish and maintain effective working relationships with City staff, vendors, and other public and private agencies. Ability to work effectively with multi-cultural populations. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Four years of directly related professional experience involving the operation of a computerized mapping and/or Geographic Information System, including at least 2 years in a leadership or supervisory role. Such experience would normally include both program and operational responsibilities and would have been gained after completion of a Bachelor's Degree in Computer Science, Engineering, Geography, or a closely related field. Possession of a Master's Degree in GIS or a related field may be substituted for 2 years of professional experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of the position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Physical Requirements:

The work of this position is generally performed in an office environment using standard office equipment, including computer, phone, copier, etc. Incumbents may be expected to attend meetings at various City facilities.

Department/Division	Comp. Group	Range
PW/Engineering/Water Utility	18	13

Approved:

Brad Wirtz

Human Resources Director

Date