

# GIS Coordinator

DEPT: Engineering  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Admin Support



## GENERAL PURPOSE

Performs a variety of advanced, **complex technical and general administrative duties** related to the development or creation of digitized maps through a geographic information system (GIS) using ArcGIS, AUTOCAD or related computer program application(s).

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Engineer.

## SUPERVISION EXERCISED

May provide close supervision to clerical or data entry personnel assisting in the development of the GIS database. May provide close supervision to department interns.

## ESSENTIAL FUNCTIONS

Coordinates citywide GIS planning functions; facilitates GIS development goals and objectives; incorporates objectives of GIS planning into action plans and implementation strategies; performs administrative functions related to budget preparation and assures compliance with established fiscal controls and guidelines; maintains accurate operational documentation, including GIS technical implementation plan.

Participates in regional user group meetings to provide city perspective on intergovernmental GIS efforts and projects; communicates local impact of technological developments to department head and city management.

Coordinates GIS efforts for the creation of digital basemap; digitizes existing and new additions to public works, engineering or planning facilities, operations, master plans, etc.; monitors and reviews work in progress and recommends changes/corrections to basemap layers; oversees data entry and data organization efforts; converts digital maps to viewable formats.

Utilizes ArcGIS, AutoCad and related software to create or incorporate mapped regions into digital basemap; establishes database tables and maintains databases as additions and removals are required; prepares written documentation for GIS functions; acts as a network analyst in adapting and applying modeling software to predict emergency response operations; conducts spatial analysis to determine densities and occurrences various elements of the GIS database.

Researches records of plats and property descriptions to determine property location, boundaries and size; draws appropriate changes or additions to existing maps; works with legal descriptions as required; researches and conducts miscellaneous planning project assignments.

Drafts work order sketches; maps and plots locations of various county/city services and systems; enters survey data into computer to determine layout information to assist design engineers.

Performs GIS system and file backup dealing with county/city systems such as water, sewer, storm drains, streets, electrical, etc.; maps and plots locations of lines, valves, manholes, lift stations, etc. as installed.

Reproduces maps, surveys, engineering drawings, graphics and data base reports from GIS system and related software; operates computer and GPS equipment as needed.

Creates and maintains web maps and mobile apps using ArcGIS server, ArcGIS Online, ArcGIS App and collector for ArcGIS, utilizes "Milsoft Windmill" software to model city's electrical system; performs data entry to document substations, line type, customer connections, transformer details, etc.; performs ongoing maintenance and updating as needed.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree related to GIS, mapping, or civil engineering;

AND

B. Five (5) years of directly related experience performing GIS field work or administrative functions.

OR

C. An equivalent combination of education and experience.

**2. Required Knowledge, Skills, and Abilities:**

**Considerable knowledge of** complex math and computer aided engineering; technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; basic civil engineering practices and procedures; survey practices and procedures; legal documents and terminology; computerized mapping software and methods (AUTOCAD, ArcGIS, GPS Pathfinder, Windows, etc.); various geographic databases, including State of Utah, USGS digital line graphics, TIGER data file and related commercially developed data; surveying practices including GPS point retrieval, State Plane Coordinate Systems (NAD 27 and NAD 83), quality assurance and control methods.

**Skill** in the operation of technical GIS field equipment and software.

**Ability** perform complex computer mapping and mapping evaluation; read and understand legal documents; perform complex mathematical computations; operate calculators and standard office equipment; work independently; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

**3. Special Qualifications:**

Must be a licensed Professional Engineer (PE).

**4. Work Environment:**

Essential functions of the position performed in a typical office setting with appropriate climate controls. Tasks require occasional physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity are required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Regular exposure to outside weather extremes and in dangerous settings related to the public right of way operations and construction sites.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)