

GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR

Department: Planning & Redevelopment Classification/Grade: 28
Division: _____ FLSA Status: Non-Exempt
Reports to: Planning Director Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under direction, works with other geographical information system (GIS) staff to develop GIS database applications to satisfy requests for products and services; establishes and articulates standards for application specifications and programs; performs a variety of GIS and computer-aided design and drafting (CADD) technical duties as needed to assist in the preparation, review and maintenance of drawing documents, reports, databases and other information; performs related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, develop, coordinate and modify systems to create and maintain a comprehensive geographic and land information system for the City of Mesquite and various local agencies.
3. Develop and update user guides and tutorials for use by technical staff to ensure consistency of products and adherence to quality standards.
4. Develop standards and procedures to provide user-friendly access to City GIS database within appropriate levels of security and privacy.
5. Design database and establish procedures to eliminate redundant processes, determining appropriate levels of accuracy, the vertical integration of data layers, accurate and current parcel maintenance, and integrating more accurate data with existing database.
6. Confer with City staff to assess GIS needs for each department.
7. Analyze proposed and existing GIS applications and databases, determining equipment requirements, disk storage needs, physical location and structure of database and application, and develop recommendations regarding equipment capacity requirements.
8. Monitor developments in the field of geographic information usage, determines their potential effect on the City system; recommends procedural and equipment changes to ensure system functionality.
9. Assist with demographic studies and projections.
10. Act as liaison between vendors, committees, departments, internal divisions and outside agencies.
11. As project lead, provide guidance to project staff, schedule tasks, and monitor workflow to ensure that established deadlines are met.
12. Conduct research and develop new GIS related products and procedures.
13. Ensure that GIS related hardware and software is installed and maintained, and troubleshooting of system is performed to identify and correct problems.

OTHER JOB FUNCTIONS

- A. Perform data entry and mapping work.

- B. Make presentations to other departments/agencies; explain systems and applications.
- C. Be dependable and meet acceptable attendance requirements at all times.
- D. Follow all applicable safety rules and regulations.
- E. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position.

Knowledge of:

- Spatial database management concepts and structures as utilized with ARC/Info software
- Principles, theories, and methods of geographic information systems.
- Applications programming principles, techniques and documentation practices.
- Customer service needs assessment and delivery methods.
- Project management techniques, methods and procedures.
- Knowledge of ArcGIS, ArcInfo and AutoCAD Release 2000

Ability to:

- Act as project lead and coordinator of technical GIS staff.
- Perform difficult and complex GIS professional and technical work including spatial relational database development and complex application design.
- Instruct GIS users in the use of GIS data and software.
- Analyze and resolve problems with complex land based data systems involving interdepartmental interaction.
- Communicate effectively, both orally or in writing.
- Understand and accept directions from the Department Head.
- Establish and maintain effective working relationships with user management and staff, system clients, and department staff.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor’s Degree in Planning, Geography, GIS, Computer Science, Civil Engineering, Information Systems, or closely related field.

Experience: Three (3) years experience developing and implementing applications and designing and automating databases for geographic information systems. A Master’s Degree in GIS or closely related field may be substituted for one year of experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver’s license. Geographic Information Systems Professional (GISP) certification is preferred.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking and standing. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.