

GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR

DEFINITION

Under general direction, performs responsible professional, technical, and administrative work to plan, organize, manage, and promote the citywide Geographic Information System (GIS). Plans, coordinates, and manages data used by GIS, including GIS data structure, system design, and user training. Provides leadership role in development and implementation of GIS technology to support the analytical, statistical, and mapping needs of the City. Works closely with department administrators and users to plan and coordinate citywide GIS program development, system maintenance, training, and support.

DISTINGUISHING CHARACTERISTICS

This is a specialized single classification with general responsibility for the planning, organizing, managing and promoting of the citywide Geographic Information System (GIS). The incumbent must demonstrate strong organizational leadership, interpersonal, and management skills, with excellent written and oral communication skills using technical language appropriate to the audience being addressed.

REPORTS TO

Director of Development Services, or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification, however responsibilities may include providing lead direction and work coordination for other staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Analyzes GIS user needs; consults with management and users to determine GIS program goals and objectives; develops strategies, initiatives, and long and short range implementation plans, including hardware and software upgrade recommendations in conjunction with Information Systems; plans and manages GIS activities among user departments.

Plans, schedules, and coordinates administration and maintenance of all layers defined in the GIS in conjunction with all other land-based systems and/or files in the City of Merced and base map maintained by regional planning agency.

Coordinates efforts of staff and consultants in development and implementation of citywide and specialized GIS applications; maintains citywide GIS applications and related map and tabular data; in coordination with Information Systems, provides for organizational and public user access to data and applications through the City's computer network and the internet.

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Organizes, implements, and coordinates special GIS projects, working on an interdepartmental basis and with external agencies and consultants; develops requests for proposals; establishes and evaluates consultant contracts to develop and maintain GIS.

Provides for access to GIS data beyond that created or maintained by City or on City computer systems; assists users in accessing GIS data and interpreting results; assists GIS users with map production and with analysis of spatial and data base information.

Plans and develops user training and support programs; creates reports and documents using data derived from GIS; makes presentations relative to City's GIS; educates staff and public in functions and applications of GIS technology.

Acts as chief liaison between system and users; leads, coordinates, and participates in activities of in-house advisory committees to GIS program; participates in City website committee, notably to assist in the implementation of web-based mapping systems.

Evaluates and makes recommendations regarding technological advancements for improving the efficient use of the City's GIS in conjunction with Information Systems; assists in determining system requirements; confers with Information Systems to aid in diagnosing system problems and malfunctions; assists in program budget preparation and administration.

Coordinates GIS activities with other agencies and organizations; attends meetings, conferences and seminars on GIS topics; represents City on intergovernmental committees and in meetings with vendors, professional and business organizations; serves as an advocate the community for GIS technology.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and computer center environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of computerized GIS management, including application design, system analysis, data base design and management, and hardware and software options for geographic and land-oriented applications; GIS technology implementations in a variety of settings.

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DESIRABLE QUALIFICATIONS (continued)

Knowledge of: (continued)

GIS software packages including the ESRI "Arc" suite of products; computer-aided drafting and mapping; manual and electronic media, materials, tools and techniques as relate to GIS, graphic arts, map and report generation; data collection techniques using GPS.

PC operation, terminology, hardware, software and operating systems; working understanding of local and wide area computer networks, internet and remote access computer systems; general operating principles and parameters of client server systems and PCs used by City of Merced.

Administrative principles and methods, including strategic planning, goals setting, program development and implementation, and project management, research techniques, methods and procedures.

Report writing methods and techniques;

Public relations principles and practices.

Software system configuration, maintenance and problem resolution; software analysis and programming.

Ability to:

Manage application and customer file systems and directories.

Analyze spatial data by linking ArcView tables and creating ArcView Queries; produce customized ArcView projects, views and layouts; and create printed maps from ArcView and ArcInfo.

Conduct user needs surveys.

Understand customer-stated requirements.

Analyze complex problems of City departments, evaluate alternatives and recommend innovative solutions using GIS technology.

Effectively explain the functions of GIS in non-technical terms to those unfamiliar with GIS technology.

Plan, organize, administer, review, and evaluate citywide GIS development, programming and computer operation activities, including data entry and control functions.

Interpret and apply policies, procedures, standards, work programs and internal controls for the City's GIS program.

Manage multiple concurrent projects, meeting projected and critical dates.

Develop scopes of work and requests for proposals for GIS consultants, participate in consultant selection, and oversee and evaluate consultant services.

Read, comprehend, and document technical information and correctly interpret complex Mapping systems and technical data.

Create production computer applications for citywide and departmental functions.

Develop user expertise in GIS through design and presentation of training, support, demonstrations, newsletters, and other activities.

Adapt and perform spatial analysis techniques and methods to complex problems involving mapped information.

Analyze data, prepare and interpret reports, diagrams, charts and technical drawings.

Integrate complex databases and computer applications in different hardware and/or operating system environments.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Establish and maintain effective working relationships with employees, City departments, public officials, other governmental entities, professional consultants, and vendors.

Work collaboratively on cross-disciplinary projects to meet GIS needs of City departments.

Organize, conduct, and facilitate productive group meetings.

Represent City effectively in meetings with other agencies and private sector businesses and organizations.

Exercise sound independent judgment within policy guidelines.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Graduation from an accredited four-year college or university with a degree in Geographic Information Systems, Management, Computer Science, Public Administration, Urban Studies, Planning, Geography, or related field, and four (4) years of increasingly responsible experience with geographic information systems. Experience with ESRI's ArcView and ArcInfo is desirable.

Special Requirements:

Possession of a current California Driver's License.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED _____


Chairperson, Personnel Board

DATE

9/10/01