

## **CLASS TITLE: GIS COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision, is responsible for planning, implementing and managing the Geographic Information System (GIS) or applicability of using GIS, coordinates GIS projects and oversees training and support for GIS users and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Manages, designs, analyzes and maintains the reliability of the enterprise-wide GIS applications and databases, providing quality assurance for all geospatial data
- Organizes and performs research of City, county and sources of records for information to revise and update GIS databases
- Coordinates multiple GIS related projects and provides training and support for City users
- Performs complex spatial analysis and database queries
- Coordinates GIS functions and system efficiency and implements system changes to resolve problems and increase efficiency
- Maintains adhoc and production maps considered to be advanced in nature utilizing high level programming language
- Executes testing, debugging, related implementation tasks and conducts performance tuning of systems and applications
- Prepares technical reports and forms, interacting with representatives of other City departments to coordinate and implement common GIS interests
- Coordinates all phases of system design and implementation, including installation of new software and reconfiguration of existing hardware
- Updates GIS and other operating systems software and performs file maintenance on GIS databases
- Develops bid specs and purchasing plans
- Assists with departmental planning
- Defines and implements GIS feasibility studies, predicting impact on user's needs and data processes
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in computer science, GIS, geography, geology or other related fields and five (5) years of experience in the operation and maintenance of GIS systems; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of enterprise GIS architecture, design, implementation and project management; comprehensive understanding and knowledge of methods and techniques used in systems analysis and design; considerable knowledge of GIS software and analytical solutions, processes, license management and enterprise geo-database creation/editing/maintenance; considerable knowledge of implementing and integrating GIS servers, including developing mapping services; and strong knowledge of spatial programming languages. Ability to work independently and to recognize, analyze and solve complex spatial problems; ability to analyze issues and to formulate sound concepts; ability to train others in intermediate GIS work or other related activities; ability to effectively communicate both verbally and in writing; ability to coordinate, evaluate and coordinate the work of others.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 50 pounds; occasional carrying up to 20 pounds; may be subject to walking or sitting for extended periods of time, standing, reaching, handling, twisting and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions may require possession of a valid Oklahoma Class "D" Operators License.

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**WORKING ENVIRONMENT:** Working conditions are primarily indoors in an office environment and may require some travel to local and regional locations to provide computer-related assistance and provide on-call after hours support for production systems.

**Class Code: 1528**

**EEO Code: N-03**

**Pay Code: IS-44**

**Group: Clerical and Administrative**

**Series: Data Processing and Information Services**

**Effective date: December 28, 2016**