GIS COORDINATOR

JOB PURPOSE AND SUMMARY

The GIS Coordinator is responsible for formulating the GIS applications to satisfy requests for products or services, including supervising staff and translating application specifications into programs, user menus and macro-level commands. May also be responsible for system administration for both soft- and hardware, including maintenance and installation.

CLASSIFICATION DISTINCTIONS

The GIS Coordinator is distinguished from the Manager in that it is responsible for assigned GIS projects whereas the Manager has overall responsibility for the system. The Coordinator is distinguished from the GIS Analyst in the scope of assigned projects and in the complexity of applications with which they work. External contacts are more critical to the success of the Coordinator than to the Analyst. The Coordinator exercises initiative, resourcefulness and independent judgment when interpreting established policies, goals and objectives.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Develops methodology, designs computer applications, produces data products to meet the needs of clients, and interprets results.

- Prepares functional description of the system, including application specification, identification of user interfaces, documentation of data sources, data base design, data flow diagrams, project cost and schedule planning and reporting resource requirements.

- Acts as liaison between department and outside agencies or other departments in accomplishing system applications.

- Insures hardware maintenance, software installation and maintenance and trouble shoots system problems.

- Prepares for the application being developed, system hardware, communication and software configuration plans, including migration plans needed to accommodate application requirements over time.

- Supervises the work of GIS Analysts, Technicians, and operators assigned to specific projects, includes training and development of staff and participation in staff selection and evaluation.

- Perform related duties as assigned.

QUALIFICATIONS

- Any combination of education and experience that would likely provide the necessary knowledge, skills and abilities is qualifying.   A typical way to obtain the knowledge and abilities would be:

- Four years experience in coordinating and developing land based mapping applications for ARC/Info Software, at least one of which involved providing daily guidance to professional and technical staff.

- A Bachelor's degree with major course work in geography, computer science, engineering or a closely related field.

Knowledge of: Principles, theories and methods of Geographic Information Systems, particularly as utilized within the ARC/Info Software; data base management concepts and structures; current developments, trends and technologies within the GIS field; structure, systems and functions of local governments; principles and methods of project oriented budget preparation and monitoring; principles and practices of supervision.

Ability to: Comprehend and problem-solve complex land based data systems involving interdepartmental interaction; coordinate systems, functions and personnel to meet user needs and produce cost effective products; establish and maintain effective working relationships with user management and staff, system clients, and department staff; think conceptually, analyze data, and prepare recommended courses of action; communicate effectively both orally and in writing.

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