



**GIS COORDINATOR
JOB DESCRIPTION**

JOB TITLE: GIS Coordinator	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Village Engineer
PAY GRADE: 138	DEPT: 3900 Engineering	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs professional, responsible work involved in the maintenance and ongoing development of a geographic information system (GIS). Responsible for the maintenance of a GIS database which involves design, ongoing development, training, documentation activities and quality assurance. Work is performed using independent judgment under the general supervision of a higher level managerial position.

SUPERVISION EXERCISED: GIS Technician and contract labor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sets up individual user accounts on the system and establish the security level for these accounts.
- Coordinates backup schedules and procedures for the system with IS.
- Coordinates system boot schedule, configurations and space allocations with IS.
- Researches and tests new software and makes recommendations.
- Trains staff in the use of the GIS software.
- Develops and documents standard GIS procedures; documents upgrades and accounting.
- Develops geoprocessing applications.
- Loads GIS software and upgrades onto the system.
- Customizes software for mapping and data processing processes.
- Coordinates with IS the upgrade and repair of GIS equipment; maintains and orders system supplies; prepares specifications for software purchases.
- Reports software and hardware problems; ensures problems are resolved.
- Determines policies and procedures.
- Serves as Village technical liaison and advisor on GIS issues.
- Recommends hardware and software purchases.
- Recommends for approval the GIS budget.
- Performs related work as required.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other Village department/division heads and employees, co-workers, developers, realtors, engineers, architects, contractors, County government departments, regulatory personnel, customers, and the general public.

OTHER DUTIES:

- Receives and responds to inquiries, concerns and complaints from the public/customers, other Village departments and agencies as required.
- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS:Education and Experience:

- Bachelor's Degree preferred or equivalent certifications in GIS or related field
- Supplemented by three to five years of experience in GIS or
- An equivalent combination of education, training and experience that provides the required computer and technical knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of GIS workstation hardware, software and peripherals in a computer network environment, specifically ArcGIS9.x., ARCSDE
- Knowledge of computer graphics.
- Thorough knowledge of GIS principles and practices in a networked environment.
- Knowledge of systems analysis in automation activities.
- Knowledge of all aspects of traditional and computerized map production.
- Skill in the operation of MS SQL Server, Windows 2003 Server.
- Ability to detect malfunctions and provide technical assistance on systems capability.
- Ability to establish and maintain effective working relationships.
- Ability to plan, schedule, coordinate and supervise the work of others.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to create feature geometry using common ARCGIS editing tools, i.e. traverse tool.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to sit for extended periods of time at a desk and is frequently required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED: Computer, calculator, copier, scanner, plotter, printer, engineer's scale, telephone, drafting instruments, metal detector, survey equipment, etc.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work outside in various weather conditions such as extreme heat, mild to moderate cold, and is exposed to wet and/or humid conditions. The noise level in the work environment is generally quiet while in the office, and moderately noisy or loud when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required; pre-employment criminal background. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:

Created: 10-07-04
Revised: 10-04-06
Revised: 10-28-08
Revised: 8-20-14
Revised: 11-5-15