

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

### General Functions:

Under the direction of the City Engineering Program Manager, this position will coordinate a multi-user, city-wide GIS capability. Works with city departments and other agencies to develop and maintain GIS services related to storage, retrieval, and analysis of geographically referenced data.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Develops and maintains maps and database information for City utilities (water, sewer, street, and storm drainage systems.)
4. Administers and manages the operation of GIS within the City, including software and hardware acquisition; standards compliance; database administration; and related system analysis and programming.
5. Manages Intergovernmental Agreements (IGAs) involving GIS support from other agencies.
6. Coordinates with management staff, support staff, technical personnel, or vendors to solve GIS application problems.
7. Provides support in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies, as directed.

## GIS Coordinator

### Job Description

Page 2 of 3

8. Provides technical support and makes presentations to managers, supervisors, other data processing personnel, and users.
9. Provides job skill training in the use of computer hardware and software for GIS applications.
10. Reviews contracts and provides recommendations/advice to higher authority.
11. Installs and configures GIS application software; ensures maximization of the functionality of hardware systems.

#### SPECIFICATIONS:

##### 1) Job Preparation:

###### a) Education:

- i) Graduation from an accredited college or university with a major or specialization in computer science, MIS or related field, or any sufficient education, training and/or work experience which ensures the ability to perform the duties and responsibilities. Three (3) or more years of increasingly responsible experience working with GIS. Geography, facilities maintenance, automated mapping, and/or utilities experience preferred. Considerable knowledge of modern land-based mapping application theory, principles, and practices; considerable knowledge of management information systems and spatial data systems, ARC/CAD, ARC/INFO, ARC/View. Working knowledge of local area networks (particularly Windows NT).

##### 2) Supervision:

Received: Position is supervised by the City Engineering, Program Manager.

Exercised: Supervision of others will not be a normal responsibility of this position.

##### 3) Communication:

Communications are frequently of a complex and technical nature.

Has regular contact with other department personnel, vendors, and professional service firms, but limited contact with City residents and other governmental agencies.

4) Cognitive Functions:

Work is performed with a moderate level of structure and is monitored by Program Manager.

Employee will participate in the determination of practices and procedures by conceiving, researching, developing, and recommending the consideration and implementation of new concepts.

Problems must be identified, researched both within and outside the City, and recommended solutions provided to supervisor.

Most problems are moderately difficult with City precedent non-existent.

5) Working Conditions:

Work is performed mostly in an office setting with extensive dedication to a computer workstation.

Has regular business hours. May require travel for training and seminars, and occasional "non-business" hour work time to maintain operating systems.

Outdoor work is required to obtain perspective of various land-use developments, City geography, or facilities.

6) Resource Accountability:

Has limited influence on the capital budget for system administration and has moderate influence over computer equipment.

Position is responsible for impact on GIS and department data and documentation.

*The job classification 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.*