

City of Auburn

JOB TITLE: GIS Coordinator

IT/1

DEPARTMENT: Information Technology

FLSA Designation: Exempt

PAY GRADE: 21

EFFECTIVE DATE: June 1, 2004

JOB SUMMARY: This position is responsible for managing all GIS operations for the City.

MAJOR DUTIES:

- o Coordinates and manages City-wide aerial photography projects.
- o Plans, develops and maintains the GIS within the City of Auburn.
- o Coordinates the use of GIS data and software with other City departments.
- o Coordinates the purchase of GIS software; maintains software licenses.
- o Plans and organizes GIS software training; provides training and demonstrations of GIS.
- o Manages GIS data layers through relational database management and custom applications with the use of ArcGIS software suite and SQL server.
- o Manages internet mapping service administration.
- o Purchases supplies, equipment and software for the GIS division.
- o Keeps immediate supervisor informed concerning work progress including present and potential work problems.
- o Attends meetings, conferences, workshops and training sessions; reviews audio-visual materials to remain current on the principles, practices and new developments in the GIS field.
- o Supervises, trains and evaluates GIS employees.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of Geographic Information Systems as applied within a municipal environment.
- o Advanced knowledge of maps, ESRI mapping software, and relational database management.
- o Knowledge of ArcIMS, ArcSDE and SQL server.
- o Knowledge of Visual Basic Programming language.
- o Knowledge of filing systems and office management techniques.
- o Basic knowledge of engineering principles and practices.
- o Basic knowledge of planning principles and practices.
- o Basic knowledge of surveying principles, practices and techniques.
- o Ability to train others in the use of GIS technology.
- o Skill in developing base maps and base map information.
- o Skill in reading maps.
- o Skill in operating a computer using standard or customized software applications.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Deputy Information Technology Director assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include City policies and procedures, City ordinances, and industry manuals. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in the provision of relational database management, programming, data analysis, graphics and mapping services for City projects. Frequent interruptions and deadlines contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage geographic information for the City. Successful performance helps ensure the accuracy and usability of City maps, reports, and essential geographic information.

PERSONAL CONTACTS: Contacts are typically with co-workers, other City employees, vendors, elected officials, planners from federal, state, and local agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide support, resolve problems, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, or stooping. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over GIS Technician II (2), and assigned part-time staff.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.