City of Woodland

GIS COORDINATOR

DEFINITION
The GIS Coordinator is a management level position and is responsible for assisting the Chief Information Officer in the development, coordination, implementation, maintenance, and support of a city-wide Geographic Information Systems (GIS) program.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the Chief Information Officer. Responsibilities include direct or indirect supervision of lower level clerical and technical positions, including intern and temporary staff.

EXAMPLES OF DUTIES
Duties may include but not limited to the following:

ESSENTIAL JOB FUNCTIONS:
Designs, implements, updates, and manages GIS software applications for deployment of maps and their related information in paper, digital, and web format employing industry best practices. Coordinates all data sharing, data collection, mapping needs, as well as reporting for different departments, agencies, consultants, general public, and public records requests; develops requirements of applications, hardware, and software to meet those needs. Supervises, reviews, and verifies the work of staff responsible for creating, gathering, and manipulating pertinent geographic data for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing GIS services; implements policies and procedures. Analyses and interprets geographic data; ensures that data quality standards are consistently maintained. Coordinates GIS data conversion and cartographic production activities; prepares maps, drawings, spreadsheets, data files, and other documentation. Creates and maintains user permissions, system privileges, passwords, and other security methods for securing access to GIS environments. Develops, creates, and maintains GIS layers/data elements, such as parcels and address points, consistent with existing standards. Performs digitizing and importing/converting non-spatial data from other sources as required; performs quality control checks.

  Interprets plans, photographs, maps, and legal descriptions; provides information to the public, other departments, and developers on mapping and various engineering data. Performs duties using a variety of engineering and mapping software and computer peripherals including GPS, scripting for automated data integration and geo-processing, plotters, printers, and scanners. Represents the City in public and official meetings with other cities, counties, government entities, professional groups, and vendors on GIS matters. Participates in the preparation and administration of the GIS budget; submits budget recommendations; monitors expenditures; evaluates and recommends

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acquisition of computer hardware and software as necessary. Provides advanced technical support in the operation of GIS devices or uses of the software. Provides training and assistance to City staff with GIS and GPS programs. Develops and documents GIS and GPS procedures. Provides various reports on operations and activities; identifies opportunities for improvements and recommends to Chief Information Officer. Provide project management; develop project plans and detailed project objectives; develop and guide project timelines; assess and manage risks; manage issues.

OTHER JOB FUNCTIONS:

Administer contracts with external service providers and act as contractor liaison. Work with vendors to ensure system operability/functionality and to ensure the success of system implementations. Maintain a fundamental understanding of technology, practices, and trends, including system development and administration. Assist in assessing the strategic direction of information technology and in developing strategic plans for use of new technology. Conduct studies and analysis related to system administration such as disaster recovery and security audits. Develop budget input for projects, obtain approval as needed from higher authorities, and coordinate implementation plan. Promote safety in the workplace, ensure adherence to security and data confidentiality guidelines. Provide input on operational processes and procedures. Principles and procedures of public safety environment application support. Serve in a stand-by status after regular working hours and respond to emergency call-outs as needed to maintain system operations. Make independent decisions on actions to be taken during a call-back and on when to involve other support personnel. Perform general office duties, conduct data entry, prepare and file routine reports and correspondence. Responds to IT related inquiries from outside agencies regarding City activities such as public records requests. Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service. Participate with professional groups and associations to maintain a current understanding of this highly changing occupational field. Acts as Chief Information Officer in his/her absence. Performs related or other duties as assigned.

QUALIFICATIONS:

Knowledge of:
- Current GIS and computer industry technology, practices, trends, and terminology.
- GIS Infrastructure: On premise services, cloud based services, data collection hardware and software
- Database Infrastructure: Integration between Microsoft SQL and ArcGIS
- Programming Language: Python for scripting
- Mobile Applications: GIS Applications built for iOS, Android
- Understanding and experience with multiple database types
- Web-based application development and database integration.
- Principles and procedures as they relate to GIS within municipal environments, such as but not limited to accounting, public safety, public works, and community development.

- Principals and concepts of business process and software design; relational and distributed database technology; networks and communications; and project management
- Software development methodologies and life cycle
- Current trends in information technology software, business systems, hardware, networks, and communications.
- Software applications such as asset management, CAD, utility billing, inspections, permitting, and case management.

Skill to:
- Analyze systems data and situations, identify problems, make decisions, and take appropriate action.
- Data import and export routines and report writing applications.
- Troubleshoot software problems and make appropriate modifications and repairs.
- Prepare accurate correspondence, reports, diagrams, graphs, charts, exhibits, displays, and other descriptive material.
- Understanding of project management and industry wide IT practice and framework (PMP, ITIL, NIST)
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of assigned staff to most effectively meet the needs of the City.
- Respond appropriately, effectively, and promptly to the needs of internal and external customers using principles of good customer service.
- Collect, organize and analyze data.
- Conduct any data entry functions accurately and timely.
- Communicate effectively and explain software usage to computer users of all skill levels.
- Develop cooperative public relations with other City departments, businesses, and the general public

Ability to:
- Communicate effectively orally and in written format in a variety of situations and formats
- Provide guidance, supervise, and evaluate lower level technical staff to ensure optimal day-to-day operations. Ensure staff projects are completed by assigned deadlines. Understand the need for staff performance evaluation and disciplinary actions.
- Participate in the development and implementation of city-wide IT goals, objectives, policies, and priorities.
- Provide strategic direction in line with current technology.
- Procurement of software, hardware, service agreements that may include the need to negotiate and utilize public bidding process (RFP, RFQ).
- Provide training to technical staff as required for operational needs.
- Evaluate and recommend software, hardware, and services for purchase.
- Organize and prioritize work, and meet critical time deadlines.
- Work weekends, evenings, or standby, as required.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education & Experience:
Education: Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with major coursework in computer science, geography, information technology, or closely related field. Possession of specialized technical related certificates may be substituted for some required education.
Experience: In addition to education, the following experience is required: three years of experience similar to a GIS Analyst position with supervisory duties.

OR

Education: Associates degree (or the equivalent of 60 completed semester units) from an accredited college or university with major coursework in computer science, geography, information technology, or closely related field.
Experience: In addition to education, the following experience is required: A minimum of six years of experience similar to a GIS Analyst position with supervisory duties, with a minimum of three years of experience held in the City of Woodland IT Division. *GISP: GIS Professional Certification*

License or Certificate:
Possession of a valid California Driver's License.
FAA Remote Pilot Certification (needed within one year of hire date)

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:
Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.