



## **CLASSIFICATION DESCRIPTION**

**TITLE: GIS COORDINATOR**

**JOB CODE: 16 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to supervise skilled technical and professional work in the design, development, and maintenance of Geographic Information System (GIS) graphics and mapping applications. Employee in this classification functions at entry management level, and are responsible for managing spatial and non-spatial data/information relevant to particular studies or analysis that provide technical assistance in the activities of demographics, zoning and planning. Coordinates and implements work in support of departmental objectives. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, trains, and evaluates GIS Specialists responsible for enhancing, expanding and maintaining the Geographic Information System (GIS) of the City, specifically as it relates to both office and field engineering of the design, construction, operation and maintenance of public/private facilities.
- Designs, develops and maintains GIS production schedules; monitors project status to ensure timely completion of assignments.
- Evaluates, recommends and implements GIS policies and procedures to promote maximum office efficiency and effectiveness.
- Develops, implements and manages GIS data and organizational structure/database environment.
- Maintains and implements map services for internet and intranet applications.
- Manages division expenditures; assists with budget management and cost control; prepares various fiscal reports, financial summaries, and consolidation reports; prepares various monthly, quarterly and annual reports as directed.
- Coordinates with City departments in the development of GIS and associated software to produce, display, and analyze geographic information.

- Designs GIS project methodology for assigned projects to include primary staff assistance in identifying needs and acquiring GIS products and services.
- Participates in a wide variety of special projects as they relate to GIS applications; coordinates GIS activities between the City and external agencies.
- Interprets complex information from applications to GIS files, e.g., survey drawings, site development plans, subdivisions plans, plats.
- Maintains current knowledge of trends and developments in the geographic information systems field for application to responsibilities under charge.
- Provides advanced technical support to train and assist system users in new and existing GIS applications.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Geography, Computer Science, Planning, Engineering, Surveying or related field; supplemented by four (4) years progressively responsible technical experience in GIS applications; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions; knowledge of business English and spelling.
- Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out departmental functions.
- Thorough knowledge of the principles, practices and methods of GIS database development, management and maintenance.
- Thorough knowledge of GIS concepts of presentation graphics; knowledge of digitizing techniques.
- Thorough knowledge of standard cartographic survey procedures; knowledge of general construction specifications and blueprints.
- Thorough knowledge of higher math and the practical application of such to land survey and cartographic practices, e.g., basic algebra, planer geometry.
- Thorough knowledge of GIS workstation hardware, software, and operations.
- Thorough knowledge of pertinent federal, state and local rules, regulations, ordinances, and

other regulatory standards applicable to the work.

- Thorough knowledge of CADD production techniques, and information management techniques relating to real property, public works, and building construction.
- Skill in the conversion of spatial data into digitized formats utilizing current GIS technologies.
- Skill in researching, compiling, and summarizing statistical data and information materials.
- Skill in the manipulation and management of relational and non-relational database(s).
- Ability to research and interpret land record data, legal descriptions, ground and underground infrastructure data, aerial imagery and related GIS renderings.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships and communications with project consultants, private contractors, City employees, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 10 to 20 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.