

POSITION TITLE: GRAPHICAL INFORMATION SYSTEMS (GIS) COORDINATOR

DEPARTMENT: ENGINEERING

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Utilities Director and/or Public Works Director

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for the design, implementation, management, updating, and coordination of Graphical Information Systems (GIS) for the Municipal Utilities Department.

JOB RESPONSIBILITIES

Develop short and long range plans, goals, objectives and priorities to improve operational efficiency and effectiveness for GIS development and use by staff and others.

Communicate with GIS users to determine equipment, hardware, and software for all current and future needs.

Develop GIS standards, training, and guidance for GIS users.

Develop and maintain GIS data, web sites, applications, and software for GIS users including Internet, Intranet or other software interface.

Develop maps, assist staff with data organization, ensure data is updated, modify data collection.

Maintain ESRI GIS Servers and ensure GIS data security and backup.

Collect field data for Utility assets or coordinate field data collection with staff when appropriate. Verify field data accuracy. Update GIS data and web site information to insure GIS users have access to the latest data.

Work with staff to develop schedules, scope of work, and annual budgets for GIS related activities. Coordinate and manage work with contractors on GIS related projects.

Assist Utilities with any other software operations that may benefit from GIS such as Automated Meter Reading, Outage Management, Sewer CCTV system, Water backflow prevention, maintain CORS Base Station, update aerial photography, and any other projects as assigned.

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl and occasionally lift up to 25 pounds. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <p>Knowledge of GIS mapping software including ESRI ArcGIS Server and Autodesk AutoCAD Civil 3D; and Ability to use Microsoft SQL and create or modify data; and must be able to use a GPS base station equipment and interface.</p> <p>Ability to provide technical assistance and support in solving difficult problems and recommending solutions.</p> <p>Spatial development techniques and digitizing and data manipulation procedures.</p> <p>Ability to organize, prioritize, and perform multiple tasks.</p> <p>Maintain effective working relationships with other employees and Division heads; Work effectively as a team member. and must be able to work independently.</p> <p>Create and deliver presentations using written and oral communication skills.</p> <p>Ability to work under stressful or changing conditions with frequent interruptions.</p> <p>Must be able to develop/recommend and implement policies and procedures for GIS applications; and must be able to train users and staff on equipment, field data collection, and software applications.</p> <p>Must have knowledge of Municipal government operations and organization.</p> <p>Must have a valid Ohio Driver's License and have the ability to drive.</p> <p>Administrative Skills</p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals, organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p>	<p>Cognitive Skills</p> <p>Ability to deal with a variety of concrete variables in situations where only limited standardization exists</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to interpret complicated policies, procedures and protocols</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Communications Skills</p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in formal and informal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Interpersonal Skills</p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p>Leadership Skills</p> <p>Ability to take charge and initiate actions</p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p>

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting or outside, and is subject to pressure from deadlines. Irregular activity schedules are common as are night and/or weekend meetings. The noise level is usually moderate to loud; works near moving mechanical parts, in precarious locations and in outdoor conditions/exposed to fumes or airborne particles and toxic or caustic chemicals.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Bachelor's degree in GIS, Geography, Computer Science or a related field; Minimum of 3 years experience with GIS systems or similar position; Current GISP certificate or the ability to obtain is desirable; Must have a valid Ohio Driver's License; or an combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.