



GIS COORDINATOR

JOB DESCRIPTION

Department: Public Works	Division/Section: Engineering
Work Location: Public Works	Percent Time: 100% (1.0 FTE)
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: City Engineer	Union: Non-Union

JOB SUMMARY

The GIS Coordinator is responsible for coordinating a wide range of technical and administrative functions in the operation and support of the City's Geographic Information System (GIS). Duties include organizing and executing the analysis, design, implementation, maintenance, and modification of the City's Geographic Information System (GIS). Work is performed independently under the general supervision of the City Engineer.

Distinguishing Class Characteristics

The GIS Coordinator is distinguished from the GIS Specialist by the level of responsibility assumed and the complexity of duties assigned. Employees are required to be fully trained in all functions related to assigned area of responsibility, to have advanced technical knowledge of and emphasis on GIS software application/extensions and other GIS software; to have good problem solving and organizational skills; and to have the ability to exercise sound, independent judgment within established guidelines. This position is responsible for coordinating all GIS functions for the [Public Works Department](#) [City](#) within general policy and procedural guidelines and for adapting specific program procedures and activities to meet the needs of the [Department](#) [City](#), other agencies and technological advances. Successful performance of the work requires proactively planning, administering and evaluating program goals, objectives, and budgets to define and integrate the requirements of various internal and external clients. This class is distinguished from other information services classes by the level of technical knowledge of and emphasis on GIS software applications/extensions and other GIS related software.

ESSENTIAL FUNCTIONS

- General understanding of geospatial data acquisition to locate city infrastructure systems such as sanitary sewers, storm sewers, lights, traffic signals, signs, parking meters, and other information.
- Coordinates departmental processes in the development and implementation of city and regional GIS data standards, processes, and best management practices.

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- Performs quality control on GIS data including researching, interpreting, and validating sources of information in order to identify and correct errors or omissions in data and to keep data in compliance with city and regional GIS data standards.
- Imports, exports, and converts data from various formats and sources for use in GIS and related systems such as enterprise asset management system.
- Coordinates, creates, modifies and maintains various maps, applications, and other graphic information.
- Assists in coordinating data sharing, report and map generation of GIS services among City departments and public requests.
- Creates workflows for city departments to complete tasks more efficiently and make data-informed decisions.
- Partners with other governmental agencies, regional GIS participants, and citizen groups to deliver beneficial mapping and data services to the public.
- Serves as the primary point of contact and subject matter expert for all [Public Works Department](#) projects related to GIS programs and activities.
- Researches and investigates geographic information system industry techniques and products; evaluates and recommends GIS software tools.
- Develops, documents, and supports recommended work procedures and usage guidelines for [Department](#) GIS programs and projects.
- Participates in the development and review of the Department's budget by developing forecasts of additional funds needed for planned projects, equipment, materials, and supplies related to GIS services and projects.
- May oversee and monitor the work of [interns-staff](#) as it relates to GIS processes and programs, as needed.
- Writes documentation for databases, applications, workflows, and other GIS outputs.
- Performs other duties or assumes other responsibilities as apparent or assigned.

JOB REQUIREMENTS

Education & Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Associate's degree in GIS, Computer Science, or a closely related field from an accredited college. [A Bachelor's degree in GIS, Computer Science, or a closely related field from an accredited college is preferred.](#)
- Five years of experience using Geographic Information Systems including ArcMap and/or ArcGIS Pro, ArcGIS Online and Web Apps (Field Maps or Collector, Survey123, WebApp Builder). ~~A Bachelor's degree in GIS, Computer Science, or a closely related field from an accredited college and three (3) years of experience may be substituted.~~

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- Experience using ArcGIS Enterprise (Portal, ArcGIS Server, SQL Server) and QGIS is preferred.

Knowledge of:

- Proficient knowledge of:
 - Geography and cartography;
 - ESRI and other open source GIS software/applications like QGIS;
 - Microsoft Office software, and
 - Other software as required;
 - Methods, practices, and techniques for the coordination and implementation of GIS system application;
 - Database geo-referencing, scanning, plotting and conversion routines.
- Basic functionality and minimal scripting techniques using Arcade, Python, or similar tools.
- Municipal utility functions and drawings.

Ability to:

- Produce cartographic maps and reports using GIS databases.
- Create and maintain derivative GIS databases including functions such as domains, subtypes, relates, and attachments.
- Perform data and geographical analyses.
- Customize pre-built applications from ESRI.
- Continually enhance scripting techniques and skills using Arcade, Python, or similar tools.
- Read, analyze, and interpret technical manuals and data, construction plans, plats, deeds, easements, etc.
- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Communicate effectively, both verbally and in writing, with a wide variety of audiences, including the communication of complex technical knowledge to City Council, boards, commissions, citizens.
- Work effectively in a team environment.
- Work flexible hours as needed.
- Assist with management and coordination of projects, consultants, contractors, and staff as necessary to build, operate, maintain, and enhance GIS datasets.

Licenses, Certifications and Memberships

- Due to the performance of field duties, the ability to operate a City vehicle will be required; therefore, a valid Illinois Class D driver's license and acceptable driving record at time of hire and throughout employment in the position is required.
- GIS Professional (GISP) certification or the ability to obtain within one year of hire.

Supervision Received

- This position is expected to work with limited supervision.

Security Level

- Level MVR: Essential functions require frequent use of City vehicles.
- Level LIC: Essential functions require the employee to possess a license, credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment in a particular occupation or position.

Supplemental Information

Working Environment: Work typically involves light to moderate work in an office setting, although some fieldwork in inclement weather may be necessary.

Physical Requirements: There is a frequent need to sit and an infrequent need to stand, walk, and lift objects up to 50 pounds.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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The job 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.

Class Specification History

New class: [03/02/2022](#)

[General Revisions: 05/29/2024](#)

For HR/Finance Use

Job Class Code	Pay Grade -239109
EEO Category 2--Professional	LVL