Geographic Information System (GIS) Coordinator

DISTINGUISHING FEATURES OF THE CLASS: This is the senior level of the GIS series and is responsible developing, administering, and coordinating the GIS system. Responsibilities include developing the GIS system; creating infrastructure databases; overseeing the work of GIS staff; coordinating projects; and maintaining system maps. In absence of the Information Technology Manager, provides limited supervisory duties. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)
- Assists in supervising subordinate staff to include: assigning, directing, reviewing and evaluating work load and performance.
- Administers the creation and maintenance of the City infrastructure database; interprets GPS data, and uses historical utility records and field notes in development of database.
- Develops and oversees the Enterprise GIS system; selects appropriate software, security levels, and distributes and updates data throughout city related to system.
- Produces maps and other data for use by City departments, the public and public/private agencies.
- Maintains and updates tax and zoning maps for other City departments.
- Configures, maintains and trains City staff on use and structure of high-precision GPS data as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:
- Supervisory principles;
- GIS concepts, practices, and techniques related to developing, maintaining, and operating a GIS;
- Database development and maintenance principles;
- Data collection and recordkeeping techniques;
- Principles and practices of systems analysis and design applicable to GIS programs;
- Cartographic principles as it relates to GIS;
- Computer operation and applicable software programs;
- Training principles when working with other departments.

Ability to:
- Prioritize and assign work;
- Collect, interpret and integrate relevant geographic and facilities data from multiple sources, including field surveys;
- Interpret maps, graphs, satellite and aerial images, and perform spatial analysis;
- Understand, use and apply database management systems, tools, and techniques;
- Prepare accurate GIS cartographic products and services and other outputs;
- Operate a computer and related software applications;
- Prepare and present information to other City staff regarding use of GIS systems;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS: Either
- (A)   Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in GIS Technology or closely related field; OR
- (B)   Bachelors or higher-level degree in GIS Technology, or closely related field, and at least 2 years of documented experience in a GIS position; OR
- (C)   Bachelors or higher-level degree in any field and at least 4 years of documented experience in a GIS position; OR
- (D)   An equivalent combination of training and experience as defined by the limits of above.

Licensing requirement: Valid NYS driver's license appropriate to the vehicles operated or otherwise demonstrate the ability to meet the transportation needs of the job.

SPECIAL NECESSARY REQUIREMENT:

None required.

Classification history:
Adopted: 6/19/2007 Revised: 3/20/2012; 9/15/2015; 5/22/18