

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: GIS COORDINATOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CITY ENGINEER

JOB CODE: 2120
DATE: 2/08

JOB SUMMARY:

Provides geospatial technology expertise and support for various departments as it relates to the needs of users to access city records and plans. Provides highly specialized skills requiring total involvement to develop, manage, and maintain the city's investment in GIS information. Facilitate the access and usability of spatial databases and appropriate attribute information to internal and external users.

ESSENTIAL JOB FUNCTIONS:

Provides overall direction of the city's GIS, including goals, milestones, and vision.

Implements City of Concord GIS Master Plan; makes adjustments according to changes of staff time, funding availability, and technology trends.

Assists in the development of the annual operating and capital improvements budgets.

Coordinates city-wide implementation of GIS data use to various departments; provides recommendations to Planning, Engineering, Assessing, Police, Fire, General Services, and Code Enforcement departments/divisions concerning the application of GIS uses and needs.

Supervises appropriate GIS staff in the daily operations of the section; participates in determining employee assignments, setting time schedules, conducting employee performance evaluations, and guiding employees in the completion of work.

Performs spatial queries and analysis in GIS to produce custom reports and maps for city management.

Works closely with and provides technical support to staff and other departments to ensure that the city-wide GIS system is meeting the needs of the community.

Provides daily management of city's enterprise geographic information system servers, Web servers, and related workstations.

Maintains and updates GIS databases, including database design, uploading and downloading files, defining and maintaining feature attributes, and the like.

Makes modifications to existing applications based on user needs and specifications.

Designs, develops, and writes user applications for PC-based GIS software.

Prepares user documentation for all custom software applications.

Coordinates all city staff training as it pertains to use of the GIS.

Serves as chairman of the GIS Users Group, which meets on a monthly basis.

Manages contracts with vendors providing GIS services.

Serves as spokesperson to various cities, towns, and organizations to answer inquiries and provide information as it relates to GIS.

Attends meetings with consultants and other professionals on issues concerning GIS implementation and data sharing.

Keeps abreast of constant changes in related field through ongoing continuing education opportunities and seminars.

Creates, manages, implements, and documents all Data Assurance/Data Quality (QA/QC) programs.

Uses various GIS-specific software for updating city features, maintaining spatial databases, and developing custom applications.

Identifies and develops potential sources of supplies, materials, equipment, and services that are capable of providing appropriate quality at appropriate cost; maintains material cost estimates and expenditures records.

Installs all GIS-related software, hardware, and peripherals.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Large-Format Plotter	Computer Workstation	Digitizer	Technical
Manuals	GIS Software	Scale Printers	
Database Software	Copiers	Vehicle	
Fax Machine	Calculator		

MINIMUM QUALIFICATIONS REQUIRED:

Associate's degree or equivalent from an accredited two-year college or technical school with a focus on GIS technology and management principles, and

Three to five years of progressively responsible related experience, which includes experience managing and developing GIS projects and applications.

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices related to computer programming.

Principles and practices related to computer programming for GIS and spatial databases.

Principles and practices related to GIS management, process, and industry standards.

Computer hardware, software, and peripheral devices as they relate to GIS.

Various software application programs, including Microsoft Office Suite and related tools.

Principles and practices related to Computer Assisted Drafting (CAD) techniques and uses.

Record keeping, report generation, filing methods, and records management techniques.

Municipal budgetary procedures.

Applicable state, federal, and local laws, ordinances, and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Operating computer equipment and peripheral devices.

Creating and modifying software applications.

Maintaining Relational Database Management Systems (RDBMS) programs.

Reading, understanding, and interpreting technical information regarding computer operations.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Reading, analyzing, and interpreting professional periodicals and journals, technical procedures, and various regulations and standards.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with staff, system users, and others.

Ability to accomplish highly skilled tasks under pressure.

Occasionally lift light or heavy objects.

Working Conditions:

Work is typically performed in an office.