

CITY OF GLENDALE

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| TITLE: | GIS Coordinator | CLASS CODE: | 299 |
| REPORTS TO: | Property Manager | GRADE: | 26 |
| DEPARTMENT: | Engineering | FLSA: | E |
| JOB DESCRIPTION DATE: September 17, 2006 cm | | | |

JOB SUMMARY

Performs professional level work in the development and maintenance of customized GIS (Geographic Information System) applications, supervision of mapping staff, and provision of GIS support to City departments, City Council and staff.

ESSENTIAL FUNCTIONS

1. Coordinates with the City's Information Technology (IT) Department, and the Property Management and Mapping and Records divisions of the Engineering Department, to maintain the link between the GIS, property records, and as-builts records databases.
2. Assists IT in developing and maintaining customized GIS applications for City Council and a variety of City departments, divisions and City staff.
3. Supervises and provides technical support to the Mapping and Records division of the Engineering Department for the storage and maintenance of quarter section maps, district maps, and as-built drawings
4. Performs requested GIS applications, spatial analysis and queries.
5. Performs database administration and support for special projects.
6. Designs and maintains intranet/internet-based GIS applications.
7. Designs and develops a variety of spatial data coverage, geodatabases and associated databases.
8. Administers the City's aerial photography contract.
9. Assists City staff and City Council in analyzing and determining business needs and applications for GIS.
10. Performs GIS programming and system analysis.
11. Uses existing City databases and Council District information to develop GIS data layers.
12. Performs GIS data creation and conversion.
13. Maintains the Engineering Department GIS system components.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

ArcView, ArcInfo, ArcEdit and ArcIMS GIS software programs, and AutoCAD mapping
Database management as it relates to the administration and coordination of GIS applications and system analysis
Digitizing, data conversion and data manipulation procedures for GIS and the efficient use of software/hardware resources
Symbols and terminology used in civil and architectural engineering drawings
Safeguards and security procedures for data file access and administration
GIS application and database backup and recovery procedures

Skill in:

Planning, analyzing, designing, programming, and implementing GIS applications and a citywide GIS system

Ability to:

Explain technical data processing problems in non-technical terms
Make sophisticated, analytical judgments to resolve a variety of complex, technical GIS problems without detailed instruction or guidance
Solve both operational and procedural problems related to GIS applications
Collect data and convert it to GIS applications
Present facts clearly and accurately in graphic form
Prepare written documents with clearly organized thoughts and using proper sentence structure and grammar
Exhibit professional and independent judgment in GIS project and duties
Interact professionally and cooperatively with staff and City Council
Read and interpret legal descriptions
Perform mathematical calculations using algebra, geometry, and trigonometry
Perceive color as defined by the Inter-Society Color Council – National Bureau of Standards system
Understand and carry out oral and written instructions in the English language

WORKING CONDITIONS

Office setting

MINIMUM QUALIFICATIONS

Bachelor's degree in Geography, Computer Science, GIS, Engineering, Urban Planning, Landscape Architecture, or a closely related field including significant coursework in the computer sciences and GIS technologies and a minimum of two years experience working with GIS.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Possession of a valid Arizona driver's license