SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: GIS Program Coordinator
Date: January, 2013

Reports to: IT/IS Manager
Department: Office of the County Manager

FLSA Status: Non-Exempt
Positions Supervised: none

BASIC FUNCTIONS: Lead position for all GIS activities in San Juan County. Performs advanced-level professional GIS mapping, long-range planning, and engineering work for County departments and coordinates GIS activities for county-wide GIS enterprise. Leads a team of professional and technical staff in ensuring a stable and accessible GIS platform, and in improving the GIS functionality. Work is highly technical and is performed in a collegial manner, under the direct supervision of the IS/IT Manager.

MINIMUM QUALIFICATIONS: Requires graduation from an accredited college or university with a Bachelor’s Degree in Computer Science, GIS, Urban Planning, Geography, Civil Engineering, or a related field, and extensive (5+ years) professional experience in GIS, engineering, surveying and/or land-use planning. Considerable (3 - 5 years) experience with computerized databases is also required.

Must possess a valid Washington Driver's License within six months of hire date and be legally eligible to work in the U.S.A.

PRINCIPAL DUTIES - Asterisk designates essential function:
1. *Develops, implements and maintains computerized GIS data bases for County Departments and agencies. Serves as data library steward, managing the flow and dissemination of cartographic (map) output.
2. *Plans and directs the GIS enterprise projects for County agencies. Works with other departments, agencies and users to assess current functionality, determine what is needed to improve GIS services provided, as well as additional services. Collaborates with other County agencies, utilities, private sector businesses, non-profits, and Town, State and Federal governments to develop and establish policies related to community use of GIS data and cartographic outputs.
3. *Develops short- and long-range goals and objectives for the County’s GIS system, conducting research, reviewing and analyzing programs and technologies, formulating recommendations, and implementing strategies and solutions for GIS applications. Prepares management reports related to the development and implementation of these strategic and tactical plans. Long range tasks include such projects as:
   - Development of an Electronic Road Log
   - Right of Way Map System
   - Creation and revision of complex computerized mapping projects,
   - Conversion of paper and/or digital data into the County’s GIS format
   - Other infrastructure management systems
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4. *As the lead, prepares and monitors the IT/IS Department’s GIS budget and manages consultant service agreement contracts and task orders.
5. *Provides technical guidance to GIS staff and users.
6. *Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.
7. Other related duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

• GIS concepts and methods, digitizing and data manipulation procedures.
• Environmental Systems Research Institute (ESRI) products and software such as ArcGIS Desktop Advanced, ArcGIS Server, geoprocessing tools and extensions, etc.
• The theories, principles, and practices related to GIS, engineering, surveying, mapping, and land use planning and development.
• Principles and practices of statistical analyses and technology as applied to managing GIS resources, applications, and protocols.
• Database management as specifically relates to the administration and coordination of GIS.
• Global Positioning System hardware and software utilization.
• Database and Computer system design.
• Leadership and team styles and skills.
• Project management.

Skills and Ability to:

GIS Technical

• Work toward creating a comprehensive information system that links related data and documents and allows the public and all departments to retrieve and analyze information easily and efficiently.
• Use a personal computer in order to view, revise, or create reports, databases, maps graphics, or spreadsheets.
• Maintain and update GIS data and related databases using GIS and other software.
• Complete mapping tasks in a timely manner and prioritize mapping requests.
• Use County standards for locating roads, utilities, recreational, educational, protective, and other public services, and residential, commercial and industrial areas.
• Complete spatial analysis and database queries.
• Develop of web mapping applications
• Deploy and maintain ArcGIS Server 10.
• Understand the use, construction and maintenance of scripts.
• Develop GIS products using LiDAR data.
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Assist with Web development projects, which may include working on project teams with other County personnel.

Read and interpret legal descriptions.

Perceive the full-range of the color spectrum in order to accurately determine multiple colored mapping patterns.

Use graphic materials such as blueprints, as-builts, and site plans in order to illustrate or clarify information.

Learn existing GIS systems and business functions for an assigned area.

Communications and team development

Work effectively with GIS team to prioritize and direct the team’s work.

Recommend and/or provide appropriate training to GIS staff as needed.

Determine the most effective utilization of equipment and human resources.

Communicate effectively verbally and in writing, including listening to and communicating effectively with citizens and staff having varying educational backgrounds and values.

Work effectively in a collaborative manner with other county agencies and departments.

Communicate complex technological information in layman’s terms.

Establish and maintain effective working relationships with management, County staff, vendors, contractors, and the general public.

Process Improvement

Study procedures and operational methods, and make recommendations for improving efficiency and accuracy.

Develop contingency plans for multiple tasks and projects.

Monitor and review programs and determine their effectiveness.

Analyze complex problems, determine resolutions, and recommend action.

Apply quality control/quality assurance standards and practices to GIS data.

Work with a team or individually to identify and prioritize tasks needed to accomplish a project.

Acquire knowledge and keep abreast of new technology trends through seminars, trade journals, and professional organizations.

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PHYSICAL AND MENTAL REQUIREMENTS:

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is moderately quiet while in the office or moderately loud when in the field.
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EQUIPMENT REQUIREMENTS:  

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<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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WORKING CONDITIONS: Most work is performed in a normal office environment, with occasional outdoor field research and site visits. Deadlines and volume of workload create stressful conditions at times. Occasionally works evenings, weekends and holidays in order to meet deadlines.