

JOB TITLE: GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

DEPARTMENT: Public Works, City of Jonesboro

JOB SUMMARY: This position is responsible for coordinating the City's GIS efforts and organizing City projects that support the development of spatial data and geospatial applications.

MAJOR DUTIES:

- Responsible for organizing and distributing the City's GIS data.
- Responsible for coordinating responsibilities of all City employees who work with GIS data, regardless of department.
- Responsible for coordinating and maintaining flow of GIS information between City departments and outside organizations.
- Responsible for consulting with outside organizations to improve GIS integrity and usefulness and reduce duplicate efforts.
- Responsible for database development, consulting, and technical specifications on geospatial framework data.
- Responsible for ensuring that GIS data remains updated as the City develops.
- Responsible for maintaining the integrity of the data contained in the Jonesboro GIS.
- Recommend solutions for large scale geospatial database design utilizing digital orthophotography, global positioning systems and satellite or other remotely sensed image products.
- Provides GIS data to City employees and to the public as needed.
- Performs analysis on GIS data.
- Integrates data from other sources into the Jonesboro GIS.
- Reports on GIS activities to the Mayor and City Council.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of common Arkansas projections, coordinate systems, and datums for geospatial databases.

- Knowledge of ArcView or ArcGIS software.
- Knowledge of geographic information systems including multicadastral land information systems and other GIS formats.
- Knowledge of Windows operating system.
- Knowledge of principles and practices of urban planning and development.
- Knowledge of the principles and techniques of computerized information management.
- Knowledge of methods and techniques of effective technical report preparation and presentation.
- Knowledge of research methods and sources of information related to urban growth and development.
- Skill in creating and manipulating relational databases.
- Skill in preparing and analyzing relational data for spatial representation.
- Skill in producing maps depicting spatial relationships of data from land information systems, transportation modeling systems, and other resources.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Works Director assigns work in terms of very general instructions. Completed work is spot-checked for accuracy, compliance with instructions, and the nature and propriety of the final results.

GUIDELINES: Guidelines include technical standards, hardware and software manuals, relevant federal and state laws and regulations, department and city policies and procedures, and software documentation and instructions. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied technical duties. The number and diversity of tasks, the amount of necessary technical knowledge required, and the need for accuracy and expediency contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain geographic information systems data for the city. Successful performance results in accurate, easily accessible, and timely information, both for city employees and the public, which contributes to overall city goals.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, department

heads, other city employees, vendors, consultants, other GIS professionals, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, and recommend procedures and activities.

PHYSICAL DEMANDS: The work is performed while sitting at a desk or table, with intermittent standing or stooping. The employee also lift objects uses equipment requiring a high degree of dexterity, and must be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office. The employee occasionally works in non air-conditioned and noisy environments.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES: The position coordinates with the Cartographer (1), and Engineering Design Tech (1).

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or an ability to readily obtain a valid driver's license issued by the State of Arkansas for the type of vehicle or equipment operated.