

POSITION DESCRIPTION

Position Title: Geographic Information System (GIS) Coordinator

Department: Assessor

Immediate Supervisor: Assessor

Shift: 40 hours per week, normally 8:00 am to 4:30 pm, Monday-Friday

Location: Hamilton County Courthouse

FLSA: Exempt/Non-Bargaining **Salary Range:** \$ 45,000 - \$70,000 per year

Summary:

The GIS Coordinator, under the direction of the Assessor oversees the creation and management of the county-wide Geographic Information System (GIS). The coordinator works with various county departments to meet their needs in establishing appropriate and meaningful GIS tools. The coordinator makes presentations to private businesses and the general public to promote the county's GIS system and conducts periodic training for employees on the use of GIS.

Essential Duties and Responsibilities:

Keep informed of technological developments by conducting research, attending meetings, seminars and conferences.

Assist in the establishment and implementation of county-wide GIS long range plans and policies.

Assist in the preparation and presentation of annual budget pertaining to software, hardware and training expenses related to GIS.

Provide GIS support and training to Hamilton County offices and departments for legitimate functions and needs.

Coordinate the needs of various departments and governmental agencies to actively promote the usage of GIS and assist in establishing GIS as a meaningful management tool.

Promote increased awareness about GIS educational programs on GIS desktop query software, GIS data transfer and general knowledge of GIS functions.

Attend and provide input and support for GIS committee meetings.

Develop and implement a GIS education program on GIS desktop query software, GIS data transfer and general knowledge of GIS functions.

Attend regular meetings with staff of various departments and agencies to establish working relations and knowledge of GIS initiatives.

The position also requires the ability to help develop, build and maintain a county-wide website.

The above are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervisory Responsibilities

This job currently has no supervisory responsibilities.

Qualification Requirements:

The requirements and duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, required by law or a logical assignment to the position.

Knowledge of ESRI Design Software; Internet and Intranet development software; Microsoft Office production software to include Word, Excel, Access, etc.

Ability to work with vendors such as "Solutions", Vanguard Appraisals, Sidwell, ESRI, etc. and their software in use by departments and agencies.

Ability to produce complex or diverse information; collect and research data; use intuition and experience to complement data; design workflow and procedures.

Ability to generate creative solutions; translate concepts and information into images; use feedback to modify designs; apply design principles; demonstrate attention to detail.

Ability to resolve problems in a timely manner, gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason when dealing with emotional topics.

Ability to develop project plans; coordinate projects; communicate changes and progress; complete projects on time and within budget; manage project team activities.

Ability to assess own strengths and weaknesses; pursues training and development opportunities; strive to continuously build knowledge and skills; share expertise with others.

Ability to interact and deal effectively in a variety of contexts with co-workers, management and the general public.

Ability to plan, organize and perform work efficiently and effectively under disagreeable and/or tense circumstances

Education and Experience:

Associate's degree with emphasis on geography, cartography, planning, CAD, GIS or related field; or one to two years related experience and/or training using ESRI software and development tools; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to write reports, business correspondence and procedural manuals.

Ability to effectively present information and respond to questions from groups of managers, employees, clients, customers and general public.

Ability to utilize a wide variety of reference and descriptive data, information and forms such as county ordinances, legal descriptions, parcel maps and computer hardware and software documentation.

Ability to communicate effectively with co-workers and the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing using the English language.

Mathematical Skills:

Ability to calculate figures such as proportions, percentages, area, circumference and volume.

Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule forms.

Ability to apply common sense to solve problems or achieve work objectives.

Ability to recognize work situations that require special attention.

Certificate, Licenses, Registrations:

None

Professional Organizations:

The person filling this position will be expected to take an active role in related professional organizations such as IGIC, ISAC, ICIT, MAGIC, etc.

Physical Demands:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear, must be able to start, stop, operate and monitor a variety of automated office machines and equipment used in performing essential duties and responsibilities including but not limited to: telephones, cell phones, PDAs, computers, tablets, printers, fax machines, copiers and computerized and manual drafting and mapmaking tools such as plotters and digitizing tablets.

The employee must be able to move or carry job-related objects or materials such as books, ledgers, printouts, maps, file boxes, computer and copy paper, etc. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-20 pounds). Physical demand requirements are at levels of those for sedentary or office environment work. Most tasks require visual perception and discrimination. Tasks may involve extended periods of time at a keyboard or workstation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

The noise level in the work environment is usually moderate. Tasks are regularly performed without exposure to adverse environmental conditions. Work is normally performed in an office environment. Headaches, eyestrain, carpal tunnel syndrome and related occupational hazards associated with computer work reflect the most common potential for injury.

Comments:

Salary level is dependent on education, skills and experience.

Must possess a valid Iowa driver's license and have a reliable vehicle at your disposal along with state mandated insurance coverage.

Applicant will be subject to post offer, pre-employment drug and physical testing.

Hamilton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodation with the employer.