

Classification Specification **GIS COORDINATOR**

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SERIES CONCEPT

The Geographic Information System (GIS) Coordinator is the highest-level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

This classification coordinates and performs work relating to all aspects of the agency's Geographic Information System program including managing the workload and scheduling of the unit, and monitoring individuals' quality of work. This classification acts as lead to Senior GIS Analyst, GIS Analyst and GIS Technician and classifications.

Responsibilities include serving as a working project manager for high-level and complex projects related to GIS, technology, and data programs and/or working as a high-level GIS and data specialist for application design, task automation, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry.

Positions in this classification may manage other projects/programs and perform other planning/computer related duties as needed.

ESSENTIAL JOB FUNCTIONS

- Acts as lead to GIS Technician, GIS Analyst, and Senior GIS Analyst classifications; provides training, coaching, assigns tasks, and monitors quality and quantity of work.
- Acts in coordination with Division Director to conduct performance appraisals of GIS staff. Coaches and develops plans for GIS staff development.
- Participates in recruitment and hiring of GIS staff.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of documents, data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Serves as a working project manager for complex and sensitive projects and programs.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.

- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Acts as primary contact to scope GIS projects and programs.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for project personnel, hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.
- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to appointed committees, agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.
- Develops data sharing agreements with outside agencies and consultants while exercising sound judgment in safeguarding confidential or sensitive materials.
- Acts as back up to the Information Technology Manager in his/her absence to maintain and troubleshoot agency information technology systems to ensure proper operation and function.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Coordinator classification are distinguished by the level of responsibility required for overseeing the GIS unit and monitoring and scheduling the work of the Senior GIS Analyst, GIS Analyst, and GIS Technician classifications. This classification and Senior GIS Analyst classification are also distinguished by the specialized technical GIS skills necessary to perform complex functions involving analysis, database design and management, as well as their project management responsibilities for planning projects with a strong data or GIS component.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

- Four years of experience using the ESRI suite of GIS software including ArcGIS Desktop and its related extensions, ArcGIS Enterprise, and relational databases.
- Proficient use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.
- Two years of project management and experience with budget responsibilities must be included in the four years of experience.
- One year of experience in a lead or supervisory capacity is desirable.

EDUCATION – MINIMUM:

- Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

- Any demonstrated combination of experience and education which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Budgeting principles and practices.
- Project management principles and practices.
- Geographic data sources available through local, county, state, or federal agencies.
- Planning concepts, language, and regulations.
- Research methods and practices.
- Application design, web authoring, and GIS scripting.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop, Python, Model Builder, ArcGIS Enterprise, ArcGIS Online, other online mapping solutions or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage and lead complex projects.
- Direct the work of others by providing training, coaching and work oversight.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Organize the workload for the unit, assuming responsibility for meeting established deadlines, budgets, and reporting on progress.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to Council members, agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Work independently.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.