South Jordan City

Job Description

Title: **GIS Coordinator**   **Effective Date:**   **10/15/20**
Org: **100310**   **FLSA:**   **Exempt**
Pay Grade: **20**   **Workers Comp:**   **Municipal**

GENERAL PURPOSE

Coordinate all GIS activities, programs and processes in the city.

SUPERVISOR

Chief Technology Director

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Responsible for day to day direction and work performed by GIS and GPS Technicians.

Chair city-wide GIS Coordination Committee.

Maintain and update all GIS datasets with support of GIS Technician; all GIS related software.

Administer enterprise SDE application and table relationships.

Support and/or complete requests for GIS information from city administration, staff, contractors, and the general public.

Develop standards, protocols, and conventions for GIS datasets and programs. Ensure compliance to set standards.

Coordinate general GIS plans; GPS data collection city-wide; all GIS training city-wide.

Support city emergency management plans with hazard mitigation scenarios and natural hazard mapping. Create emergency fire response maps for existing and future road networks.

Maintain peripheral hardware such as plotters, scanners, printers, etc.

Maintain a working relationship with Federal, State, County and local GIS entities, as well as other local districts and agencies. Maintain up-to-date skills and knowledge by participating in training, conferences, and applicable seminars.

Serve as primary contact for applicable software vendors.

Coordinate interfaces and maintain databases to other proprietary software applications such as CarteGraph, Great Plains, HAZUS, etc.

Recommend GIS software and hardware purchases and/or replacements.

Develop web-based maps and applications.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

    A. Bachelors Degree in geography, urban planning, or civil engineering with an emphasis in GIS.
        AND
    B. Five (5) years of recent, progressively responsible experience with GIS applications in a project support or customer service setting. Desired experience in GIS and Windows OS operations, internet technologies, and GIS enterprise implementations and functions. Experience in natural and man-made hazard mitigation helpful.

2. Knowledge, Skills and Abilities:

    Knowledge of advanced principles and operating procedures of computer systems and related equipment; personal computer hardware and software products, peripheral equipment and its interface with a mainframe; proven trouble-shooting techniques; technical experience with local area networks (LAN) and wide area networks (WAN); understand network protocol & communication concepts; familiar with data back-up and security concepts; understand common printing technologies; familiar with web-based publication/web hosting and Internet technologies; familiar with voice communications systems such as PBX switches; possess knowledge of electronic technologies and basic electronic theory.

    Knowledge of GIS principles and cartographic design, including knowledge of coordinate systems, feature dataset formats and design, scales, graphic and hardcopy display and output; RDMS processes and protocols, including MS Access and SQL procedures; Microsoft Windows OS and related applications or procedures; surveying systems and practices; networking concepts, internet applications and protocols.

    Ability to display effective oral/written communication skills; possess strong problem solving skills; ability to display leadership and organizational skills; ability to multi-task and manage time effectively under minimal supervision; self-motivated; ability to recognize work-flow inefficiencies, recommend, plan, and implement effective solutions; support team goals and be able to work in a team environment.

    Ability to operate a personal computer and Microsoft products.

    Ability to work quickly and accurately under time pressures to meet deadlines; ability to develop and maintain effective work relationships with co-workers and the public.

    Ability to work proficiently with ESRI software, including but not limited to, ArcGIS Desktop, Server, and SDE applications

3. Working Conditions:

    Incumbent of the position provides service to all City facilities. Tasks require a variety of physical activities, involving limited muscular strain, such as lifting & transporting small electronic equipment, stooping, crawling, sitting, reaching, twisting, talking, hearing and seeing.   Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and guided problem solving. Frequent local travel required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	**Municipal Exempt**	**EEO-4 Class:**	**Tech**
Location:	**Information Services**	**EEOP Class:**	**Prof**
Group/BU:	**General Pay Plan**	**Tech-Net Match:**	**490**