

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 653

GIS COORDINATOR

This is responsible technical work of more than average difficulty in the support and analysis of Geographic Information Systems (GIS) technology. This is an essential position; incumbent will be required to work extended hours during climatic weather related events or other emergencies.

An employee in this class is responsible for supporting the technical GIS needs of existing GIS customers, performing maintenance and update of GIS data, conducting spatial analyses, map creation, and automating repetitive tasks. An employee in this class is also expected to make recommendations for GIS applications and GIS data to be made available for public consumption. An employee in this class is also expected to conduct studies of departments or sections of departments to identify areas where the application of GIS technologies can be used to facilitate improvements in the quality of work and efficiency of the workers in that area.

The employee in this class is required to exercise considerable initiative and independent judgment. Work is reviewed through peer group meetings, personal conferences, the evaluation of written reports, and the quality of completed projects including adherence to project schedules. The employee in this class is also required to exercise initiative in staying abreast of technological changes in GIS and Information Technology.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Participates in the activities of the GIS in the areas of application development and implementation. Conducts studies of departments to identify added value uses of GIS technologies.
- Assigns, directs and reviews work of the Engineering Technicians and the Engineering GIS Intern.
- Engages in projects for other City staff, including map requests, spatial analyses, and GIS data manipulation.
- Confers with customers to understand GIS hardware, software, and data issues; takes appropriate action to correct problems by performing diagnostics, researching solution to problems, interacting and conferring with vendors to provide solutions.
- Conducts training sessions on the use of commercial-off-the-shelf GIS software and custom Accesses Relational Management Database Systems (RDBMS) such as SQL Server.
- Develops and monitors data integration and updates between GIS City databases and all external data sources.
- Performs quality assurance and quality control of new data and products from vendors, other City departments and external data sources.
- Operates GPS equipment and software and transfer GPS data into ESRI geodatabase format.
- Develops and maintains the geographic information systems (GIS) databases, map documents, and online assets.
- Provides City GIS data, Utility Maps, Right of Way Maps, City Standards, and As Built Drawings for use by consultants, contractors, developers, architects, engineers, planners, land surveyors, utility companies, other government agencies and the general public.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to effectively manage projects by outlining project requirements, organizing meetings, establishing milestones, creating schedules, providing status reports, communicating with clients, and adhering to schedules.
- Functional knowledge of and ability to apply geodetic concepts and principles (ability to determine and define appropriate Coordinate System and Spatial Reference using ArcGIS Desktop).
- Ability to successfully diagnose and resolve customer issues associated with ArcGIS Desktop, and ArcGIS Online.
- Ability to author and publish ArcGIS for Server map services, image services, and create map caches. Operational understanding of RDBMS database structures and design concepts.

- Advance proficiency in the use of ArcGIS Desktop to create high quality maps and reports.
- Ability to understand and effectively use datasets from geodatabases that incorporate such items as geodatabase attachments, relationship classes, subtypes, feature codes, and attribute domains.
- Ability to create and edit datasets in geodatabases that incorporate such items as geodatabase attachments, relationship classes, subtypes, feature codes, and attribute domains.
- Ability to apply appropriate spatial analysis such as proximity, overlay, and temporal using ArcGIS Desktop.
- Ability to create new datasets from analysis and geoprocessing of existing datasets using ArcGIS Desktop.
- Ability to apply statistical analysis using ArcGIS Desktop.
- Ability to batch geocode records from an external file or RDBMS using ArcGIS Desktop.
- Ability to apply model builder to create models for geoprocessing tasks, automation, and data management.
- Basic understanding of web GIS application development.
- Ability to create high quality interactive web maps and applications.
- Functional understanding of RDBMS database structures and design concepts.
- Proficiency in writing SQL queries to extract data from external RDBMS, alter tables, create views, and create triggers.
- Ability to import GPS data into file geodatabases and multiuser ArcSDE geodatabases.
- Ability to work cooperatively with other city departments.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Have a Bachelor's degree from an accredited college or university in computer science, information processing, geography, engineering, mathematics, urban and regional planning, or a closely related field. Have at least three (3) years of work experience in the GIS field to include experience in developing and implementing GIS software applications and experience using ESR's ArcGIS. An appropriate Master's degree may substitute for one (1) year of experience.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, rear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Lifting of materials (5-25 pounds). Work is performed in usual office conditions and occasional outside field work may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev: 1/2014

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 50/26

Location: Engineering

GERS: Regular Class