

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: GIS Coordinator	Job Code: 1420
Date: February 26, 2019	EEOC Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is a professional position with responsibility to develop, coordinate, implement, and oversee the design and integration of Geographic Information Systems (GIS), applications, and projects at the department level.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to an assigned director and perform all work under limited direction. This work is distinguished from that of lower-level GIS positions by its high level of independence, oversight of highly complex projects, potential supervisory duties, and responsibility to integrate GIS technology in a designated department while remaining aligned with city-wide GIS goals.

ESSENTIAL DUTIES: Design, maintain, and oversee GIS activities in a specific department to ensure access for all department users; establish and implement standards and procedures for GIS data maintenance, application development, scripting, and administration; establish and manage a GIS database schema that meets the demands of departmental and city-wide systems; installation and maintenance of software, management of licensing agreements and security of applicable hardware and software; review current GIS technologies and make recommendations for improvements to software, hardware, applications, and databases.

Create or integrate new data sources including converting formats from diverse data; create and improve the quality of GIS data and maps; develop departmental GIS web and mobile applications and standards; set and monitor applicable project goals and deadlines; design, code, document, and test GIS models and applications prior to implementation; provide technical assistance to users; design, create, and manage departmental training presentations, materials, and procedures for technicians and other users; prepare varied records and reports; give presentations; attend varied meetings; as needed, serve as technical advisor on various committees and boards.

May supervise, plan, and coordinate the work of assigned personnel including scheduling of workload and coordinating workflow; oversee staff training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including the hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Geographic Information Systems, Cartography, Information Systems Management, Computer Engineering, Geography-GIS Emphasis or closely related field and five (5) years of progressively responsible GIS administration experience **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* current GIS principles, practices, and methods; multi-user relational database design, formats, implementation, and management; data collection and analysis methods; scripting and web application development; GIS workflow and project management principles; effective digital and printed cartographic design. *Skill in:* using Esri GIS software including: ArcGIS for Desktop/ArcGIS Pro, ArcGIS Server (Enterprise), ArcSDE, ArcGIS Online, Web App Builder, and Collector; using MS SQL Server, Windows server and client operating systems, AutoCAD/Microstation, utility network modeling, and imagery management; using Python, Javascript, HTML, and CSS; using various types of GIS equipment including plotters and printers, GPS systems, and field instruments, including drones. *Ability to:* design, develop, and administer very detailed GIS tasks and projects; work under pressure to meet deadlines and provide materials on short notice; read and interpret regulations, graphs, charts, diagrams, aerial photography, and maps; quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; work effectively with other staff members on projects; explain GIS technical issues and concepts in easily understandable terms to non-technical users, staff, and the public.

TOOLS AND EQUIPMENT USED: Computers, GIS equipment and tools, varied GIS software applications and programs, GPS systems, drones, standard office equipment, and motor vehicles.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods while maintaining concentrated attention to detailed work. May also require moderate physical activity including pushing, pulling or lifting weights up to 40 lbs. or working in uncomfortable working positions such as stooping, crouching, bending, or walking through construction and development projects. Must have ability to adjust focus on maps and various GIS outputs.

ENVIRONMENTAL FACTORS: Work location is typically inside with little or no occupational hazards except for exposure to potentially stressful circumstances, meeting strict deadlines, and computer fan noise or air handling equipment. May be exposed to dust, noise, periodic adverse weather at construction sites, periodic exposure to high volume traffic areas and heavy construction equipment. May include occasional exposure to highly stressful situations or environments, including contact with the public in confrontational or uncomfortable circumstances.



 Mayor/Chief Administrative Officer

2/26/19

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.