

## **Geographic Information System (GIS) Coordinator**

09/08/00 Draft

General Option

### **I. Nature of Work:**

Works under General Supervision at a high performance level, to perform specialized or unique geographic information system (GIS) program activities, utilizing GIS hardware and software to produce maps, spatial databases and thematic data (wetlands, road centerlines, cadastre, historic sites, etc.). Employees in this classification possess unique skills or experience that make them expert in certain subject matters. Employees in this classification are delegated management responsibility for mission critical, or other high priority applications, and will supervise and train other employees who are working on these applications.

Employees in this classification will receive supervision from a Program Manager. Employees may be required to work on emergency notice during evenings, weekends and holidays and may be subject to call-in for emergency situations.

The Geographic Information System Coordinator is differentiated from the following classifications for the reasons stated. The GIS Technician Trainee, I and II positions work, respectively, at introductory, intermediate and full performance levels in this classification series and are also differentiated, respectively, by close, moderate and general levels of supervision. The GIS Technician II may provide training to the GIS Technician I and Trainee. A GIS Coordinator has the skills of a GIS Technician II and has lead/supervisory responsibility for particular projects or is a specialist in certain areas.

### **II. Examples of Work: (Illustrative Only)**

- Responsible for management of Internet mapping servers, Internet data distribution systems and integration efforts with the National Spatial Data Infrastructure's Clearinghouse Node system.
- Responsible for establishing a division, unit or department-wide quality control program for certain aspects of GIS development such as functionality of Internet mapping servers, or quality control of products delivered by contractors and those produced internally.
- Supervise response to emergency or high priority mapping projects to ensure that uniform, high quality products are produced.
- Recommend and establish standards and procedures to deal with production of high priority data, maps and services.
- Write programs and develop user interfaces, menus and macro-level commands to meet high priority GIS staff needs. Provide training, debugging and database management for other professional GIS staff.
- Evaluate information and data from outside sources to determine the quality of the data.

Translate data from outside sources and convert data to assist other GIS staff in completing their missions.

- Participate in advanced training to attain greater expertise and skills in mapping, spatial analysis and computer skills. Provide pertinent training programs to other GIS staff to improve their skills.
- Work with the public and other government agencies to coordinate on high priority issues, or to develop and help enforce appropriate policies and standards.
- Perform other related duties.

### **III. Required Knowledge, Skills and Abilities:**

- Knowledge of advanced methods and techniques employed in creating maps and GIS products.
- Knowledge of advanced principles of cartography or surveying.
- Knowledge of research methods and techniques to analyze statistical and spatial data.
- Knowledge of the advanced principles of quality control and quality assurance procedures.
- Knowledge of advanced geographical information system technology, computer software and hardware.
- Knowledge of UNIX and/or Windows NT Operating Systems, including Internet Services administration.
- Knowledge of advanced level programming skills in packages such as HTML, Java, Visual Basic, Avenue, Excel, Access, Arc Manipulation Language and Spatial Manipulation Language, Oracle, Sequel Server, Cold Fusion and C++.
- Knowledge of database structures and data maintenance procedures.
- Ability to initiate and maintain satisfactory working relationships with government officials and the public.

### **IV. Minimum Education and Experience Requirements:**

Education: 1) A Masters Degree from an accredited college or university in Geography, GIS Technology, Cartography, Computer Science, Library Science or related field with at least 15 undergraduate or graduate credit hours in courses specifically related to GIS operation/management, or 2) a Bachelor's Degree from an accredited college or university in Geography, GIS Technology, Cartography, Computer Science, Library Science or related field with at least 15 credit hours in courses specifically related to GIS operation/management, or 3) a high school degree and successful completion of two years of service at the equivalent of the

GIS Technician II level with a high aptitude and unique skills.

Experience: No experience is required with the appropriate Master's Degree. Two years of experience is required with the appropriate Bachelor's Degree. Two years of successful service at the equivalent of the GIS Technician II level is required without the appropriate college degree.

**V. Licenses, Registrations and Certificates:**

A certificate issued for training in the operation and management of GIS is highly desirable, but not required for this position.

**VI. Special Requirements of this Classification:**

Employees in this classification may be subject to call 24 hours per day and, therefore, may be required to provide the employing agency with a telephone number where the employee can be reached or will be furnished with a pager. Successful operation of GIS systems is dependant on good vision and the ability to clearly distinguish line patterns and colors. Successful operation of GIS also requires the ability to concentrate in noisy environments and produce accurate data and reports. Medical conditions that might prevent these special requirements must be disclosed by the applicant in an interview process for evaluation before selection.

**V. Suggested Grade Level:**

Grade 19 Salary Range - \$41,908 to \$62,743

**VI. Bonuses:**

To enhance agency efforts in the hiring of new qualified information technology employees to fill vacancies in non-temporary positions, employees hired in these classifications may be eligible for a sign-on bonus up to \$3000. Also, a recruitment bonus may be earned by any active, non-temporary State employee who refers and recommends a qualified employee who is hired by their agency or department.

To enhance the retention of designated non-temporary information technology employees possessing higher level programming skills who work on mission critical information technology projects, qualified employees in these classes may be eligible to receive an information technology mission critical project bonus.