

## GEOGRAPHIC INFORMATION SYSTEM COORDINATOR

### **SUMMARY:**

Under general direction, performs duties associated with coordinating the overall development and technical support of the Geographic Information System (GIS) on multiple platforms; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

**DUTIES AND RESPONSIBILITIES:** *(which are not in any hierarchical order)*

1. Supervises the activities of employees. Trains employees, writes and conducts evaluations. Counsels employees on job performance.
2. Schedules employees, assigns work and monitors its progress. Guides and develops employees in the accomplishment of their duties.
3. Designs and administers the GIS ArcInfo, Oracle attribute, owner information and stormwater databases in multiple environments.
4. Creates maps or reports based on complex geographic queries.
5. Resolves software and hardware maintenance and upgrade incompatibilities.
6. Schedules, coordinates and participates in the transfer of existing manual data into the GIS.
7. Designs and implements GIS Oracle program interfaces between GIS ArcInfo software and other systems to perform spatial analysis.
8. Installs and maintains operating system software and GIS software on GIS hardware.
9. Prepares GIS maps and data for City departments as required.
10. Trains staff in the use of the GIS software and databases.
11. Develops new or revises existing standards for GIS data input and maintenance.
12. Participates in the analysis of user needs and develops GIS application programs.
13. Administers the GIS Oracle database on multiple platforms.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of UNIX operating system.
- Knowledge of GIS programming languages.
- Knowledge of GIS software design and analysis.
- Knowledge of Oracle, database software installation, maintenance and analysis.
- Knowledge of supervisory principles and practices.
- Knowledge of digitizing techniques, operating systems, word processors, spreadsheet applications, web design tools, hardware compatibilities.
- Skill in using GIS programming languages.
- Skill in designing and maintaining Oracle and Microsoft database systems.
- Skill in maintaining UNIX and Microsoft operating systems.
- Skill in assigning and monitoring the work of others.
- Skill in assembling and disassembling hardware and peripherals.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use hands to finger, handle, or feel, walk, reach with hands and arms and to occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

## **GEOGRAPHIC INFORMATION SYSTEM COORDINATOR**

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university with a major in Geography, Civil Engineering, Computer Science or a related field and five (5) years experience with Geographic Information Systems, or any equivalent combination of training and experience.