JOB DESCRIPTION

Job Title	GIS Coordinator	Supervisor	Information Systems Manager
Department	Finance & Administration	Class Group	
Division	Information Systems	Salary Grade	66
Section	N/A	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under general supervision of the Information Systems Manager, a Geographic Information System (GIS) Coordinator is in charge of development, installation and maintenance of the District Enterprise GIS. The GIS Coordinator performs technical office GIS work to maintain District GIS system operation, mapping and web services. Also supports the Facilities and Operations Department in creating GIS analyses for engineers and other office engineering assignments. The GIS Coordinator is the skilled journey-level class with skill levels and knowledge necessary to perform related duties as assigned.

ESSENTIAL DUTIES   WEIGHT

Duty 1   20
Maintains and edits GIS digital water and sewer facilities geodatabases and other data to support district functions, processes and analytical requirements. Utilizes digital map data; generates atlases, other maps, special exhibits and textural reports about the District's water distribution, wastewater collection systems, developer activity monitoring, leak reports and other databases.

Duty 2   15
Collects spatial and tabular as-built data to keep District facility mapping current. Coordinates, collates and enters Geographic Positioning System (GPS) data into District GIS Databases for record and display. Perform field measurements or data collection to augment database information. Develop new digital map data as required including scanning, digitizing and assessing hard copy or electronic copy information for conversion do District GIS geodatabases. Troubleshoot problems associated with existing GIS data and server applications.

Duty 3   20
Performs routine to complex GIS mapping and data requests utilizing ESRI ArcGIS software (ArcMap, ArcCatalog, ArcGIS Server, and ArcSDE). Creates, modifies, and imports various GIS data sets to perform routine to complex spatial analyses. Performs coordinate transformations and /or datum conversions on specified spatial data sets for GIS analyses. Performs creation and maintenance of geometric networks. Assists Facilities and Operations and other departments with GIS-related development projects for water system analyses.

Duty 4   15
Perform ArcGIS Server administration, database administration and develop new relational databases (ACCESS and ESRI's Spatial Data Engineer (SDE)) as needed to accomplish projects and analyses in the District's GIS. Create Web Mapping applications as necessary for the District's Intranet and maintains the applications with the most current data available. Perform

implementation and maintenance procedures as necessary on District servers and client computer to keep software current.

Duty 5   15
Provide guidance and training to users. Interact with staff to ensure that GIS functions meet the needs of the District. Represent the District in a GIS capacity at public meeting where required. Attend conferences and training to keep the District GIS current and learn skills to improve the system. Direct the work of consultant support and/or the work of an intern to develop new digital data sets and data conversion efforts. May be asked to oversee and monitor the status of GIS projects within the work group, including making and tracking assignments when assistance from others is warranted.

Duty 6   15
Assists customers at the counter providing general information and copies of drawings; researches information and drawings; and makes calculations for static pressure. Assists the Civil Engineering Associate on special projects as required. Assist with plotting District facilities on provided maps for utility notices and cash contracts. Utilizing GIS, provides information needed to perform flushing program for potable and recycled water and/or shutdowns and other system sanctions, including identifying valves or hydrants to be closed, Prepares maps and spreadsheets to be used by other district personnel.

Sum of Weights   100

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:
- ◄ Geographic Information Systems (GIS); in particular, ESRI ArcGIS software products operating in a MS Windows environment;
- ◄ Global Positioning Systems (GPS), including post-processing software experience
- ◄ Principles of engineering drawing;
- ◄ Map projections;
- ◄ Versioned geodatabases;
- ◄ Drafting symbols and presentation methods;
- ◄ English usage;
- ◄ Desktop PC and peripherals usage
- ◄ Business software applications; MS Office suite of products (Word, Excel, Access, and Outlook);
- ◄ Principles of right-of-way;
- ◄ Engineering mathematics, including algebra, geometry and trigonometry.

ABILITY TO:
- ◄ Independently perform complex computer-aided mapping and drafting tasks in ArcGIS
- ◄ Read, interpret and understand construction drawings and maps;
- ◄ Make accurate mathematical calculations to support project work;
- ◄ Work independently and with minimal direction;
- ◄ Prioritize workload; organize work to meet deadlines;
- ◄ Communicate effectively both orally and in writing;
- ◄ Establish and maintain effective relationships with others contacted in the course of work.

PHYSICAL AND SENSORY REQUIREMENTS:
- ◄ Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens;
- ◄ Have good color perception with the ability to detect subtle shades of color with no color deficiencies;
- ◄ Ability to speak and hear at normal conversational levels in person and over the telephone;
- ◄ Manual dexterity to write legibly and to use calculators, computer terminal, large-scale printer and other general office machines;
- ◄ Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

TRAINING AND EXPERIENCE GUIDELINES:
Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Bachelor's degree or equivalent in GIS sciences, computer sciences, engineering, or related field (such as GIS-related geography);

EXPERIENCE: Four (4) years of experience operating, maintaining, and implementing automated mapping applications in Geographic Information Systems, civil engineering or drafting with GIS data analyses at the sub-professional engineering office work level.

An additional 2 years of GIS experience may be substituted for the degree requirements.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:
A valid California class C driver's license must be maintained at all times.