CITY OF TUALATIN
Classification Description

Job Title: Geographic Information System Coordinator
Department: Information Systems
Reports To: Information Services Manager
FLSA Status: Non Exempt

SUMMARY: Under general direction, develops, organizes, manages and designs the City's Geographic Information System (GIS). Performs a variety of technical tasks relative to the assigned area of responsibility. Provides coordination with outside public, regulatory and public safety agencies and business organizations; ensures the expansion and maximization of GIS technology throughout many City departments.

Provides a variety of technical tasks in addition to typical GIS Coordinator duties important to the delivery of several key services of the City, e.g. Council Meetings, Street and Water maintenance systems. These include:

- Supports the capture, modification and retention of audio and video files from City Council meetings.
- Provides support to various non-spacially enabled databases; provides database consultative support.
- Provides consultation and support of the City website certificates and other configuration servers
- Provides support to applications relying upon ColdFusion

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Plans, organizes, coordinates and administers the development and implementation of goals, objectives, policies and procedures related to the City's GIS program.

Develops and plans GIS projects including coordinating and facilitating GIS Steering Committee meetings.

Develops and designs standards and technical specifications for City-wide GIS systems; coordinates with other IT staff to develop information system solutions.

Monitors changes in GIS technology and applications, recommends improvements and upgrades and implements changes after approval.

Responds to inquires from the public in a timely manner.

Refreshes Web site content on the GIS pages to ensure accuracy and timeliness of information and images.

Trains GIS section employees in GIS techniques/approaches if necessary. Coordinates with the IS Manager the work plans, work status and assignments of GIS section; addresses complaints and provides resolution, as appropriate.

Assists the Network Administrator in the administration of the GIS data server and web enabled GIS applications. Provides consultative support in the creation of the initial configuration and operation system load and subsequently fully supports the GIS portion of the server functions.

Creates linkage of GIS map files/attributes to various system databases. Integrates GIS databases with multiple layers.

Designs and develops server data structure to establish standards for server configuration.

Prepares, processes and reviews written documents pertaining to work unit (correspondence, requisitions, requests for proposals) to ensure compliance with applicable laws, policies and procedures.

Conducts needs assessments (equipment, software, hardware, etc.) to determine current future needs; provides recommendations.

Tracks time sensitive projects and assignments to ensure timely completion. Remains current on job specific knowledge by attending training courses and professional organizational meetings, reading job related professional journals/publications.

Acts as liaison between the department and other agencies/organizations to service as a technical advisor, exchange information, and/or address similar needs.

Prepares and submits budget and funding requests/projections.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

Conducts studies and prepares reports for management related to the operation and activities of the GIS unit.

Performs spatial analysis that may include such activities as advanced data layer merging, the use of map algebra or spatial databases.

Develops, administers and maintains web site for the internet and intranet pertaining to GIS matters.

Coordinates the input of GIS data and dissemination of cartographic output.

Analyzes information, maps, charts and graphs to reveal patterns, trends, hot spots and to ensure the integrity and applicability of information.

Develops long-range plans, goals, objectives and priorities to improve operational efficiency and effectiveness.

Monitors subordinate staff to provide direction and feedback and ensure assigned projects and tasks are completed in an accurate and timely manner.

Tracks time-sensitive projects and assignments to ensure timely completion.

Develops and provides GIS standards, training and guidance for GIS users within the organization.

Represents the IS/GIS department on committees and task forces by service as a technical advisor in the exchange of information or in addressing specific needs with other agencies or organizations.

Nontraditional GIS Coordinator duties including streaming server knowledge,video editing and encoding services and limited support for various non-spatially enabled databases developed by or for City staff.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on

time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action

plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<u>Technical Knowledge and Ability:</u> Considerable knowledge of the operational characteristics of the Geographic Information System and of modern land based mapping application theory, principles and practices.

Ability to understand and interpret statewide land use laws and process and interpret the City's Comprehensive Plan, Development Code and ordinances. Ability to write reports and correspondence, speak effectively with other department personnel, local agencies and the public.

The use of applications such as MS SQL, the ArcGIS suite of products and other common GIS applications

The use of various problem-solving techniques

The interpretation of graphic representations of infrastructure and the use of graphic materials such as blueprints, as-builts, site plans and legal descriptions in order to illustrate or clarify information

Project management in order to ensure established goals and objectives are met

Auditing existing applications and those in the development phase to ensure accuracy, quality and integrity

Composing, editing and proofreading a variety of correspondence, reports and forms

Coordinating and integrating information systems

Designing and testing complex database structures for storage and manipulation of spatial data

Geographic data processing and analysis

Work under stressful or changing conditions with frequent interruptions

Work effectively as a team member

Identify spatial data needs for complex analysis and assess adequacy of existing data to meet those needs

Exercise initiative and make independent decisions

Independently perform detailed work of a difficult nature with a high degree of accuracy

Make presentations to small and large audiences

Effectively communicate orally and in writing at all levels

Exercise sound judgment in safeguarding confidential or sensitive information

Interpret and summarize complex written and oral information

Organize, prioritize and perform multiple tasks

Train others in the use of GIS applications

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry and trigonometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

EDUCATION & EXPERIENCE: Bachelor's degree in GIS, geography, computer science, engineering, urban planning or related field; and five years GIS professional experience; or equivalent combination of education and experience.

KNOWLEDGE, SKILL AND ABILITY: Thorough specialization in:

Modeling techniques such as complex spatial analysis involving integrated use of numerous data themes and layers

Database construction, developing normalized tables and interfacing with different database systems such as SQL relational data repositories

GIS spatial application development techniques

Writing scripts such for SQL and various object-oriented programming languages

Digitizing and data manipulation procedures for GIS

Symbols and terminology used in civil, architectural or electronic engineering drawings

GIS equipment and operations

Documentation of standardized metadata

Data collection methods

Basic cartography methodologies

Ability to communicate highly technical concepts to all levels of employees, and to clearly write in a technical format.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to secure possession of, a valid Oregon driver's license.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is: regularly required to sit and talk or hear; frequently required to stand; walk; and use hands to finger, handle, or feel; occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is performed mostly in office settings with extensive computer workstation inflexibility. 0ffice environment is fast paced and characterized by frequent deadlines/interruptions and moderate noise level. Some travel and outdoor work is required to obtain perspective of various land use developments, City geography or facilities and to meet with other agencies. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.