



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: GIS Coordinator	DEPARTMENT: Information Technology
IMMEDIATE SUPERVISOR: Chief Technology Officer	GRADE/RANK: 17 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The GIS Coordinator collaborates with departments, vendors and management on Geographic Information System (GIS) issues; supervises the coordination, development, implementation, operation, and maintenance of the City's GIS; acts as the City's representative to external agencies regarding GIS; consults with departments regarding GIS needs and requirements; establishes and coordinates databases associating attribute data to GIS layers; develops policies, procedures and standards relating to GIS system maintenance, operations and services; acts as project manager for GIS projects involving data base or layer development; provides assistance and training in proper use of GIS data and systems; evaluates hardware and software for GIS systems; supports special projects; monitors GIS system utilization and recommends appropriate revisions to processes and procedures and; participates in development of the GIS budget.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- **Application Design and Programming – 35%**
Designs, develops, tests and implements applications. Assists in the investigation, design and standardization of application configurations for project and enterprise use. Develops and implements systems testing plans for new application and technology integration projects. Establishes GIS databases to organize geographic features into layers, identifies sources of data, develops coding structures for non-geographic data, and documents information about the contents of related databases (metadata).

- **Applications Maintenance – 20%**
Analyzes, designs, develops, tests and implements any required enhancement or system correction required to existing systems. Assesses issues related to data integrity, performance of systems, and migration of application products, developing strategies for correction and/or enhancement. The incumbent will be responsible for completion of all test plans, test reviews and user interaction relating to system enhancements and error correction.
- **User Support & Coordination – 35%**
Provides program support for users relating to developed applications and their use. Serves as an information source for the user community, relaying information based on analysis of data and applications systems coding. Coordinates with documentation developers, operations personnel, database analysts, consultants and vendors to complete required tasks.
- **Management Reporting – 10%**
Provides accurate estimates of time and effort for assigned tasks. Creates and follows schedules for all tasks keeping management aware of progress, slippage and any external impacts and;
- **Performs related tasks as required.**

KNOWLEDGE, SKILLS AND ABILITIES:

Has knowledge of the procedures, protocol and policies necessary for the successful implementation and continuing development of a comprehensive GIS. Requires extensive use of ESRI application suite in the development and maintenance of enterprise-wide applications. Has the ability to: participate in application development teams by applying new technologies, skills and approaches to satisfy business needs. Clear understanding of the City's business practices, and; handle commitment to deadlines and function without direct supervision, excellent oral and written communication skills, and strong organizational and time management skills. Has superb analytical and conceptual skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

A four-year degree in an appropriate discipline or equivalent experience is required. A minimum of three-years of experience in application engineering and analysis, including multi-platform, integrated database systems and web/intranets. Prefer at least three years in an applications development position, with two years related technical experience maintaining GIS and associated databases.

SPECIAL REQUIREMENTS:

None.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work is mostly performed in an office environment. The noise level is usually quiet, but may be moderately noisy when working closely with physical servers. The work environment is usually

well lit. The atmosphere in the work environment is manually adjusted for climate control. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input and the operation of equipment. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with arms and hands. The incumbent may occasionally perform field work in the form of field checking or data collection. The incumbent is occasionally required to walk, stoop, crawl, and climb. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position does not have supervisor responsibility.

EXAMPLES OF EXPECTED DECISION MAKING:

- **Fundamental accountability**
The incumbent is responsible for management of activities relating to assigned projects, including project scheduling, management of tasks and coordination with other internal and external departments. The incumbent is also accountable for meeting defined deliverables in department/group project schedules.
- **Types of Decisions**
The incumbent is required to perform analysis, development and implementation of applications for the improvement and integrity of the enterprise or to allow for additional functionality. The incumbent will frequently make decisions that significantly impact enterprise-wide applications and productivity.
- **Extent of Procedural Restrictions**
The incumbent is responsible for the management, implementation and supportability of large-scale systems technology application projects.

This job description in no way states or implies that these are the only duties performed by this employee. The GIS Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job is evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Chief Technology Officer and Chief Human Resources Officer

Revised Date: 2019