

GIS Coordinator

INTRODUCTION

Under supervision of the Geographic Information Systems (GIS) Director, the GIS Coordinator manages all County GIS Department based elements for the Hall County-City of Grand Island Cooperative GIS. This position coordinates multi-participant GIS projects and related activity. This position also serves as a technical and administrative liaison between the County and vendors, the public, other departments, and other governmental agencies. In addition, this position oversees and provides for the department's application development, analysis, and cartographic needs. The GIS Coordinator also provides and assists in training of the various aspects of GIS software and or application use. Responsibilities encompass a wide range of duties from management, coordination, analysis, editing, research, and education.

FUNCTIONS

Management

- Coordinate GIS related projects with other departments
- Manage relationships/requests with collaborating and/or outside GIS organizations
- Supervise and monitor the work of the GIS department staff
- Develop/guide GIS policies and procedures
- Manage spatial database accuracy and standards assessment
- Convene meetings and write agendas and reports detailing activities of the GIS group
- Oversee GIS applications development and maintenance
- Assign or schedule work to meet priorities and goals
- Update and maintain GIS related software

Analytical/Technical

- Perform spatial analysis and statistics
- Develop GIS analysis automation
- Complete cartographic design and production
- Develop, maintain, and update GIS data and databases
- Interpret outside work requests
- Post and upload GIS data to the Hall County-City of Grand Island Cooperative network and GIS website
- Prepare drawings, plans, and exportable data of civil/architectural designs using CAD software
- Attain GIS data utilizing GPS and or outside entities
- Operate ESRI, Autodesk, and related software
- Perform other related duties as needed or assigned

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

- Possess excellent written and oral communication skills
- Familiarity with computer programming/SQL languages used in GIS interface customization, database manipulation, and procedural automation
- Experience with GIS Software, Autodesk software, GPS Hardware, relational databases, and networked computer systems (ESRI, ArcGIS, AutoCAD, Microsoft Access, Trimble GPS and related software)
- Understanding of coordinate geometry, trigonometry, coordinate systems, and statistics as applied to GIS data management/editing/analysis (cadastral and transportation datasets)
- Understand and apply cartographic design and production
- Possess ability to work with other departments and lead GIS projects
- Possess ability to work independently on multifaceted projects
- Ability to read and interpret legal descriptions, blueprints, layouts, zoning maps, quarter-section maps, land use maps, single line maps, aerial maps, or other visual aids
- Travel across rough, uneven or rocky surfaces when conducting field inspections or performing survey work
- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement
- Present facts clearly and accurately in graphic form

DESIRABLE TRAINING AND EXPERIENCE

- Completion of a Bachelor's Degree in GIS, Geography, Information Systems, Surveying, or related field
- Four years professional experience in GIS, surveying, or any other equivalent combination of training and experience which provides the desirable knowledge, abilities and skills outlined above

MINIMUM TRAINING AND EXPERIENCE

- Completion of an Associate's Degree in GIS, Geography, Information Systems, Surveying, or related field
- Two years of professional experience in GIS, surveying, or any other equivalent combination of training and experience which provides the desirable knowledge, abilities and skills outlined above