

\$18/hr. - \$23.00/hr.

COLUMBIA CITY
POSITION DESCRIPTION
An Equal Opportunity Employer

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POSITION TITLE: GIS Coordinator
CLASS TITLE:

DEPARTMENT: GIS
REPORTS TO: Community Dev. Director

EMPLOYMENT STATUS: Full-Time

F.L.S.A.:

JOB RESPONSIBILITIES:

The GIS Coordinator facilitates all activities related to the design and maintenance of the City's Geographic Information Systems; including the development of City maps, charts, and signs.

ESSENTIAL FUNCTIONS:

Manages and maintains the City GIS database and related map files. Coordinates and reviews surveying projects and GPS data collection. Performs technical and paraprofessional GIS and engineering duties including geographic analysis and mapping. Works with other City departments to coordinate and identify each department's upkeep of its own data information.

Collects data from County Offices; and works with contractors, architectural firms, and government officials on mapping and receiving blue print photos on the location and development of projects. Primary data sources include, but are not limited to, Columbia City departments, boards and commissions, extra-jurisdictional public bodies in which Columbia City is a primary participant and various Federal, State and local agencies creating, maintaining, processing and supplying proprietary information necessary to the needs of Columbia City Government. Secondary data sources include but are not limited to, extra-jurisdictional public and private agencies, municipal and public utilities, private consultants, surveyors and engineers, and data capture/conversion professionals.

Operates plotter, scanner, computer, GIS, and drafting equipment; and interprets legal descriptions, aerial photos, blue prints, etc.

Assists with Columbia City's website.

Recommend additions or changes in the Columbia City Geographic Information System. Provides basic training to City employees regarding the utilization of the GIS technology. Represents Columbia City at public meetings and public hearings as necessary. Attends meetings, conferences, workshops, and training sessions; reviews audiovisual materials to remain current on the principles, practices and new developments in the GIS field.

Date Adopted: 10/10/95

Date Revised: 12/13/12, Updated 03/26/14

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OTHER DUTIES AND RESPONSIBILITIES:

Demonstrates regular and predictable attendance.

Answers telephone calls and questions from public, and uses radio communication system.

Performs general laborer duties when needed.

Performs other related duties as required.

POSITIONS SUPERVISED:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Comprehensive knowledge of the utilization of computer technology; proficiency with GIS; drafting techniques; computer operation; blueprints, aerial photos and mapping techniques; departmental policies and procedures*; and safety procedures*.

Skill in: drafting; computer operation; communications; and math.

Ability to: interpret and review plats, subdivisions, deed surveys, legal descriptions and other records for entry in the Geographic Information System. Drafting; computer operation; communications; and math. Read legal descriptions, blue prints, aerial photos, and maps; interpret a variety of instructions in written, picture or schedule form; define problems, collect data, establish facts, and draw valid conclusions; use mathematics; copy records precisely without error; prepare accurate documentation; gather, collate, and classify information about data, people, or things; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; perform light manual labor; and travel to and gain access to work site. Ability to work independently, as a team member, and as a member of a committee. Ability to organize numerous and diverse work assignments, deal tactfully and effectively with the public, elected officials, appointed officials and other City employees. Willingness to learn various hardware and software, work extended weekend and /or evening hours and travel out of town for meetings and training.

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SOFTWARE & EQUIPMENT

ESRI ArcGIS for Desktop, Autodesk AutoCAD, Trimble GPS Handheld, and wide-format plotter, scanner, HTML coding.

WORKING CONDITIONS

Works in an office environment involving sitting or walking for long periods, visual recognition, color perception, keyboarding, hearing sounds/communications, and handling/grasping/fingering objects, and occasionally does work outside.

QUALIFICATIONS

Bachelor's Degree from an accredited college or university with major course work in Geographic Information Systems, Environmental Science, Land Use Planning, Engineering, Surveying, Geography, or other related fields. A combination of degrees and/or certificates will be considered, supplemented by a minimum of four years experience in developing, programming and mainlining automated GIS using ESRI applications software.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid driver's license. GISP Certification preferred.