



APPLICATIONS ACCEPTED UNTIL FILLED

GIS COORDINATOR – IT DEPARTMENT

Starting Salary: \$74,990 - \$79,403/YR. w/Benefits

*This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

GENERAL DESCRIPTION OF POSITION

The incumbent supervises the daily operations of the City's Geographic Information System (GIS) division. The GIS Coordinator is responsible for the administration and availability of many critical hardware and software systems as well as daily operations of the GIS division. Assists the IT Director with managing strategic planning, operational organization, department direction, and controlling activities of the department. In addition, the GIS Coordinator facilitates the needs of all City employees by completing requests submitted through the IT work request system and is assigned projects or to a project team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage and coordinate all resources and activities related to the City's GIS program. Oversees all GIS functions including implementation, ongoing operation, and enhancement of the GIS for all City departments.
2. Establish policies, procedures, and standards pertaining to GIS and department coordination.
3. Create RFPs, procure and coordinate contracts with GIS hardware, software, data, conversion, and other providers of GIS products and services.
4. Manage GIS staffing needs including hiring, training, performance evaluation, and assigning workloads.
5. Prepares annual division budget requests and administers allocated funds.
6. Develop needs assessments and long-range implementation plans with goals and priorities for the City's GIS program.
7. Design and develop Enterprise Geodatabases, data models/designs, and data standards. Maintains an internal data warehouse for multi-departmental access to GIS data.
8. Maintains and administrates all servers related to GIS applications and Databases.
9. Coordinate new aerial photography and maintain existing library of aerial photography data.
10. Create routines and applications to automate and simplify GIS data input and map creation.
11. Create specialty maps for City administrators and City staff. Maintain a request log, priorities and calendar for map requests.
12. Perform advanced spatial analysis for special studies and projects assigned by the Information Technology Director.
13. Convert spatial and non-spatial data in a variety of formats into GIS format and create and manage links between external databases and GIS.
14. Works with IT to coordinate integration of new GIS functionality into existing systems.
15. Develop and administer an internal web map viewer using ArcGIS Portal and a public GIS website using ArcGIS Online with both static maps and an interactive web map viewer.
16. Administer GIS software packages including, but not limited to, ArcGIS Pro, GeoEvent Server, Nearmap, and AVL solutions.
17. Coordinate with IT staff on software installation and maintenance.
18. Participate as a technical advisor on various committees and task forces related to GIS, system integration and database compilation and analysis.

19. Maintain critical E9-1-1 data for the computer-aided dispatch system, as well as any map services required by such system.
20. Serve as project manager for GIS-centric projects.
21. Maintain GIS section of the webpage and create and maintain web/story maps on the web page for use by the citizens.
22. Provides GIS support for the Emergency Management Team during crisis situations.
23. Perform any other related duties as required or assigned.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

MENTAL DEMAND

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

WORKING CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions. The noise level in the work environment is usually moderate. Normal working

conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations. High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties. While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; and peripheral vision.

EDUCATION AND EXPERIENCE

Must have graduated from an accredited four-year college or university with major course work in GIS, geography, computer science, planning, engineering, or related fields, and three to five (3-5) years technical experience with geographic information system design, implementation, and management, including considerable experience in both administrative and project supervision. Advanced experience in GIS software and application development including use of ArcGIS Pro, ArcGIS Desktop, ModelBuilder, and Python required. GISP preferred. Experience in a local government GIS setting highly recommended. Familiarity with ArcGIS Pro, GeoEvent Server, ArcGIS Insights, OpsDashboard, Nearmap, Crystal Reports, AVL/GPS, Cityworks implementations preferred. Knowledge of MIS and system integration with external applications such as work order management, permitting and building inspection, CAD/RMS and crime analysis a plus. Familiarity with CentralSquare Naviline ERP back-end database a plus. Ability to read and map legal descriptions required. Must possess a valid Oklahoma driver's license and a driving record acceptable to the City's insurance carrier.

ADDITIONAL INFORMATION

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Must possess a valid Oklahoma driver's license and a driving record acceptable to the City's insurance carrier. This classification is a "safety-sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "safety-sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.

*This is a job posting abbreviated from the full job description. For the full job description, please contact Human Resources.