

WARREN COUNTY, IOWA JOB DESCRIPTIONS

JOB TITLE: GIS Coordinator

DEPARTMENT: Assessor's Office

GENERAL DESCRIPTION:

Coordinate the County's Geographic Information System, including the use and implementation of geospatial technologies throughout the County. Represent Warren County to other jurisdictions regarding the GIS, and its uses communitywide.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate all GIS functions, activities, data sharing, and uses throughout the County, specifically with municipalities within the County, surrounding counties, and the State.
2. Represent Warren County to other jurisdictions regarding the GIS, and its uses communitywide, including writing articles, presentations, posters and other promotional pieces.
3. Establish and maintain databases for the GIS.
4. Review all data for accuracy and quality control; create, update, and maintains information in a GIS format.
5. Establish, educate, and coordinate the use of database standards for countywide datasets, including cadastral and addressing datasets.
6. Design and develop server data structures. Perform database administration duties.
7. Integrate legacy databases into the GIS to create additional value.
8. Meet, consult and advise with County personnel, departments, local agencies and other organizations for the purpose of discussing all GIS data issues, projects and operations.
9. Coordinates contracted project progress to ensure timely completion of projects.
10. Monitor any website information is accurate, up-to-date and functional.
11. Responsible for contract compliance for contracts involving GIS.
12. Coordinate and supervise any assigned GIS staff and/or interns.
13. Determine budgetary requirements for GIS technology and long term planning related to GIS.
14. Maintain and review knowledge of current trends and development in the geographic information systems field for application to duties assigned. Provide training for staff in the use of GIS technology.
15. Assist with the identification, application, and securing of grants, awards, and programs to help grow and maintain the County's GIS

[These essential job functions are not to be construed as complete statement of all duties performed. Employees will be required to perform other job related duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of various computer platforms (Windows, Macintosh etc...)
- Thorough knowledge of ESRI product lines, including ArcGIS, SDE, and Geodatabases.
- Thorough knowledge of the principles, practices and techniques of information technology as related to the GIS functions and database management.
- Proficient in GIS administration, system integration, and the application of all major industry standard GIS applications for the digitizing, storage, retrieval, manipulation and presentation of spatial and tabular data.
- Ability to write reports, business correspondence, policies, procedure manuals, specifications and programs.
- Ability to effectively present information and respond to questions, inquiries, and complaints from managers, customers, regulatory agencies and the general public.
- Ability to read, analyze and comprehend common technical journals.
- Ability to work with and apply mathematical concepts such as probability and statistical implications, fraction, percentages, ratios and proportions and fundamentals of plane and solid geometry and trigonometry to practical situations.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and contend with the abstract and concrete variables.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis and complex scientific or technical systems.
- Ability to organize, schedule, coordinate and review the work of technicians, either directly assigned or data developers/maintainers in specific County offices.
- Ability to manage material, analyze a wide range of information and develop appropriate administrative recommendations.
- Ability to initiate a teamwork approach to the job by coordinating with others and considering the entire organizations goals.

EDUCATION & EXPERIENCE

- Bachelor's degree in GIS, Geography, Computer Science, or closely related field.
- Five (5) years experience in GIS / Information Technology implementation and administration.
- Three (3) years Local Government experience.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- Valid Iowa Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter and retrieve data from a computer at a prescribed rate of speed.
- Must be able to sit and view computer display screens for extended periods of time.

WORK ENVIRONMENT:

- Primarily works inside in an office environment in close proximity to others, with limited outside duties

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Job description dated October 7, 2009.