



PROJECT MANAGER AND GIS COORDINATOR

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direction of the City Engineer and Senior Engineer, prepare plans and specifications and manage projects and budgets from design through construction. GIS Coordinator oversees the planning, management, development, operation and maintenance of the City's Geographic Information System (GIS).

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

Project Management Portion: Prepare plans and specifications for Public Works contracts, water, sewer, etc. under direct supervision of an engineer. Manage projects and budgets from design through construction and acceptance. Implement goals, objectives, schedules and methods of design through construction. Prepare consultant selection proposals, participate in selection process and manage consultant efforts to completion. Familiar with plans, specifications and contracts awarded to contractors and assist in interpretation of construction plans. Recommend agreement amendments for consultants and contract change orders for contractors. May perform Public Works field inspection as required and maintain any inspection records as necessary.

GIS Coordinator Portion: Facilitates, coordinates, and leads computer and GIS related activities including requirements definition, system specifications, budgeting and application development to provide a consolidated plan and avoid duplication of effort. Administers or assists in administration of all contracts related to computer systems and GIS, including computer hardware, system software, application development, and consulting services. Establishes and ensures that City standards for the GIS and geographical information are met by City staff, developers, and consultants; assists in identification of user needs, with the intent of developing coordinated systems. Works with other department's representatives to prioritize City-wide requests for new developments or enhancements. Provides input to management regarding long-range plans; recommends policies for use of automated systems. Develops or reviews hardware and software specifications for new applications and identifies impacts on existing or other planned systems; delivers time and cost estimates of new systems to assist in preparing project budgets; provides technical expertise to department staff. Provides or secures City-wide user training and support for new and existing computer and GIS applications; reports to management on system projects, future plans, usage, limitations, performance, security and related issues. Computer programming and system analysis of considerable difficulty is desired.

OTHER DUTIES

Responds to property owners and general public complaints and inquiries at counter or on the phone; issues encroachment permits at the counter; participates in surveying when required.

Establishes and maintains working relations with property owners and the general public; performs related duties and responsibilities as required.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: Principles, methods, materials, equipment and safety hazards of construction and surveying; codes and regulation governing the construction of public works projects; materials sampling and testing procedures; computer hardware and computer systems and software including GIS.

Knowledge of data communications processes and network design. Knowledge of principles, practices, terminology and trends in GIS usage as applied to government organizations. Knowledge of applications of an ability to use mini and micro computers, including the use of computers for graphics/display and printing. Knowledge of client/server environment. Ability to establish and maintain effective working relationships with other City departments and software vendors.

Ability to: Understand and interpret engineering plans and specifications and prepare accurate engineering records. Provide technical assistance and resolve problems on construction inspection and surveying activities. Understand and interprets computer software and hardware. Provide technical assistance and resolve problems in computer hardware systems and software. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing.

Ability to perform computer programming and systems analysis work of considerable difficulty.

Skills: Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills and abilities which would typically be acquired through: Effective written and oral communications skills.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of twelfth grade, supplemented by additional specialized training (or college level course work) in engineering computer science or a related field.

Five years of increasingly responsible experience in performing technical field engineering and construction inspection tasks and 3-4 years in project management and computer systems operation in a GIS environment.

Three to four years of increasingly responsible experience in computer programming, systems analysis work, data communications, or project management role within a GIS environment. Experience in geographic information systems programming and system analysis; training and experience using GIS software preferred.

License or Certificate: Possession of, or ability to obtain an appropriate valid California driver's license.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include sitting for extended periods of time and operating assigned office equipment. Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions. Ability to make sound decisions in a manner consistent with the essential job functions.

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