

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

DEPARTMENT : **INFORMATION TECHNOLOGY SERVICES**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Technical position under the direction of the Technology Services Director responsible for implementing, maintaining and troubleshooting an enterprise GIS environment ensuring that GIS data becomes the central repository of spatial and tabular data for the City, feeding the City's enterprise applications and/or line of business applications. Duties include but are not limited to creating and analyzing GIS procedures and data solutions, training system staff on GIS applications and providing guidance on future GIS usage. No supervisory responsibilities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Develops and maintain GIS applications for use on the desktop, web and mobile devices.
2. Evaluates GIS infrastructure to ensure it adequately meets the City's needs.
3. Develops and manages enterprise geodatabases.
4. Trains end users on the standards and procedures necessary for the effective operation of GIS technology in the City.
5. Reviews and coordinates acquisitions of data, mapping products and services from outside vendors and organizations.
6. Assists City departments with GIS-related activities and attends various City meetings as directed.
7. Reviews products, literature and case studies to develop recommendations for GIS data and application development standards.

8. Keeps up-to-date on GIS technology best practices and emerging technologies.
9. Works with vendors for installation and support of current and new applications and hardware.
10. Works independently and with others with limited supervision.
11. Regular attendance on the job and at the work site is required.
12. Performs all work duties and activities in accordance with OSHA, City and Technology Services policies, procedures and safety practices.
13. Performs other duties as assigned by Technology Services Director.

REQUIRED KNOWLEDGE & ABILITIES

1. Ability to successfully assess and apply best practices and current technologies to enhance the attainment of the City's GIS objectives.
2. Ability to balance several job functions at one time and plan, organize and prioritize assignments; ability to meet deadlines.

3. Ability to work in a team environment to achieve the current and future GIS goals of the City.
4. Ability to recognize sensitive issues and maintain confidentiality.
5. Current knowledge of GIS best practices.
6. Ability to work independently with minimum supervision.
7. Ability to communicate clearly and concisely orally and in writing, analyze and interpret data, review materials on a variety of technology issues, give recommendations and respond to questions and concerns from City employees in a clear, concise and easily understandable manner.
8. Ability to establish and maintain effective working relationships with City staff.
9. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree from an accredited college or university in Geographic Information Systems, Planning, Computer Science, Geography or closely related field with minimum of three years of experience.

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

2. Experience with GIS technology best practices.
3. Experience interacting with a diverse group of individuals.
4. Experience analyzing GIS technical requirements to appropriately plan for and address GIS technology needs.

5. Project management experience helpful.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without reasonable accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with staff, coworkers, elected officials and vendors in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely and travel from City Hall to other City departments at various locations around the City.
3. Sufficient vision to perform work on a personal computer and perform other technical and administrative responsibilities.

MISCELLANEOUS

1. Must comply with City of Waterloo Residency Policy for Critical Employees (physically reside within thirty-mile radius of Waterloo City Hall-will be given reasonable compliance period as determined by department head).
2. The City of Waterloo will conduct a background investigation including education, employment and criminal history checks on any applicant being considered for this position.
3. Following a conditional offer of employment, the City of Waterloo reserves the right to require a physical examination and a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the position.
4. Must submit to and successfully pass panel interview and subsequent interview(s) by the Technology Director or his designee(s).

WORK SCHEDULE

Will generally work Monday-Friday, 8:00 a.m.-5:00 p.m. but may be required to work outside of normal

business hours to perform technology changes, updates or special projects. Will occasionally travel for meetings or conferences.

ORAL EXAMINATION

All qualified candidates who apply by the deadline date will be required to appear before an interview panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. The top applicants, as ranked by their scores on the interview, will be the individuals placed

forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on possession of a good driving record based on City of Waterloo driver performance criteria. And drug test.

ORAL EXAMINATION DATE

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

**Minority, female & disabled candidates are encouraged to apply.
A.A./E.E.O.**

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on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the military or naval