

City of Shakopee
POSITION DESCRIPTION

TITLE: GIS Coordinator
DEPARTMENT: Public Works, Engineering Division
CLASSIFICATION: Coordinator
REPORTS TO: Assistant City Engineer
STATUS: Full-Time, Non-Exempt
PAY GRADE: 170
LAST REVIEWED: 03.29.2018

SUMMARY

Coordinator/technical position responsible for the coordination, development, and management of the city's Geographic Information System (GIS) program, mapping, and public works' asset management systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates, develops, and maintains the city's GIS data system, directory structure, spatial, and attribute databases utilizing the latest principles, practices and trends of GIS technology.
- Provides the short- and long-range GIS planning for the city and creates and implements a workplan to meet the planned GIS goals.
- Coordinates, develops, designs, maintains and implements GIS applications across a variety of platforms including desktop and mobile technologies.
- Works collaboratively, collects, analyzes and organizes information, conducts comparative analyses, and makes recommendations to advise departmental directors and supervisors in establishing plans.
- Plans and manages several complex GIS projects simultaneously.
- Responsible to communicate with vendors, public and private agencies and consultants to research latest trends, technologies and uses of GIS software systems and best implementation practices. Creates workplan and workflow for implementation of GIS software systems.
- Administers training and support to city staff on the uses of GIS applications and technologies.
- Provides technical expertise and assistance to staff using Global Positioning System (GPS) equipment for data collection in the field.
- Works with spatial aspects of data and incorporates this data into information systems. Applies a full understanding of spatial database development, web site development and GIS information systems and databases to resolve associated work-related challenges and initiatives.
- Provides direct supervision for a seasonal GIS intern. Assigns work, provides direction, guidance and correction. Ensures appropriate training and professional development.
- Prepares clear, complete, and accurate representation of the City's spatial data using maps, layouts, charts, or posters to city departments and the public. Provides reports and mapping information for staff presentations to City Council, Planning Commission, and other meetings.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough working knowledge of ESRI ArcGIS software. Knowledge of coordinate geometry, electronic data collectors, and GPS data collection.
- Advanced understanding and ability to apply the principles of surveying, mapping, global positioning systems, aerial photography and satellite imaging in daily work.
- Advanced ability to manage, coordinate, and prioritize work and be attentive to detail, help establish and meet deadlines set by others and perform work quickly and accurately under time constraint and with minimal supervision.
- Familiarity with cartographic methods, symbols, and the ability to read and understand maps, schematic drawings, and diagram and instruction manuals.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to read, analyze and interpret a wide variety of information, including technical journals and instruction manuals related to the field.

- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.
- Ability to work with the public in a friendly, tactful manner.
- Ability to use common Microsoft Office programs, such as Word and Excel, as well as web-based email and timesheet software.

SUPERVISION

- Supervises Seasonal GIS Intern.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with citywide departmental staff.
- Daily contact with the public.
- Some contact with other public and private agencies

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in GIS, Geography, or a closely related field from an accredited college or university and three-years of related work experience.

Desirable Qualifications

Experience working for local government, specifically in the Public Works field. Knowledge of survey methods and techniques.

WORKING CONDITIONS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. However, the employee is occasionally exposed to outside weather conditions and the noise, dust and uneven terrain of field work.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 50 pounds. Items may include GIS/GPS devices and surveying equipment, manhole castings and office supplies such as paper.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop, Laptop or Tablet Computer
- Desktop and Mobile Phone
- Copy/Scanner/Fax Machine
- Surveying/GPS Instruments, Level, Measuring Wheels and Tape Measures

The City of Shakopee is an Equal Opportunity Employer.