



City of Casa Grande

GIS Coordinator

GENERAL PURPOSE: Under general supervision, performs responsible technical and supervisory duties in managing the GIS operation by supervising staff, promoting and coordinating the use of GIS by city departments, and coordinating the continued development of the City's GIS, and performing GIS-related duties as required.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates GIS projects; plans and organizes individual work; reports on progress; makes recommendations; implements changes as needed.
- Evaluates new GIS technologies products and services and makes recommendations for purchases and/or upgrades.
- Assists in definition and implementation of GIS strategies for City departments.
- Operates computer workstation to update maps as new data is received relative to new subdivisions, developments, capital improvement projects, zoning requirements, public works, emergency service functions, and other projects.
- Maintains and updates databases using GIS computer aided drafting and other software.
- Develops and maintains links between various databases.
- Conducts mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of data.
- Creates maps using GIS, AutoDesk and ESRI software.
- Participates in filling map and digital data requests from the public and other departments.
- Assists in the education and promotion of GIS to current and potential database users.
- Performs other duties as assigned or required.
- May represent City on committees or work groups.

SUPERVISION EXERCISED: Supervises GIS division staff.

JOB DESCRIPTION

8111 GIS Coordinator

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree or equivalent course work at a technical or vocational school in geographic information systems, computer science, civil engineering or closely related field, and two (2) years of technical experience in working with geographic information systems; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of GIS applications such as ERSI, ArcGIS, ArcInfo, AutoDesk and AutoCAD.
- Knowledge of database software such as Oracle or SQL Server.
- Knowledge of hardware involved in a successful GIS operation.
- Knowledge of the organization of spatial data and maintenance of geometric networks.
- Knowledge of symbols and terminology used in civil engineering, architecture or electronic engineering drawings.
- Knowledge of the principles and practices of effective employee supervision.

- Skill in reading maps, plans and drawings; skill in inputting engineering and land use data.
- Skill in researching county and city records pertinent to a GIS database.
- Skill in spatial analysis.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in making reports and keeping records.
- Skill in staff management using recognized principles of successful supervision.
- Skill in budget development and administration.
- Skill in making effective oral and written presentations.

Special Requirements: Valid State of Arizona Driver's License.

Physical Demands / Work Environment: Work is performed both in a standard office environment and in field settings.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

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