

# **City of Richland - Job Description**

## **Public Works Department – GIS Coordinator**

### **Purpose of Position**

This is a highly-responsible administrative position involving coordinating, planning, organizing, and directing GIS activities and initiatives.

### **Major Duties and Responsibilities**

- Conducts daily maintenance of GIS database and work order database, including but not limited to, editing, querying, searching.
- Prints maps from GIS software programs as needed.
- Manages resources of GIS/Cityworks and confers and coordinates with user organizations and GIS personnel to determine user needs.
- Oversees and provides technical guidance regarding activity associated with implementation, operation, and enhancement of the GIS program.
- Coordinates and monitors contracts with GIS/Cityworks hardware, software, data conversion, and other providers of GIS products and services.
- Establishes procedures to eliminate redundant processes, determine appropriate levels of accuracy, the vertical integration of layers and the integration of more accurate data with existing databases.
- Analyzes proposed and existing GIS/Cityworks applications and databases to determine equipment requirements, disk storage needs, physical location and structure of databases and applications, and develop recommendations regarding equipment data capacity and availability requirements.
- Provides oversight on activities associated with implementing, operating, and enhancing the GIS databases.
- Conducts research and development of new GIS related products and procedures.
- Plans for in-house and contracted training programs on GIS operations and applications.
- Coordinates with groups involved in GIS data sharing.

### **Job Context**

The GIS Coordinator role is responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS within the context of programs and policy directives. As well, the GIS Coordinator is responsible for coordinating GIS activities, managing GIS vendor contracts, planning and organizing system development, and other GIS management activities. The GIS Coordinator reports directly to the Public

Works Director. The person in this position is supervised on a daily basis and has limited supervisory authority. The GIS Coordinator works regular hours year-round, with occasional overtime when the workload demands it. 75% of the work for this position is indoors; 25% is outdoors and requires work done in all types of weather conditions. The position has accountability for safety and legal issues related to the work for which this position is responsible.

The person in this position should have a high school diploma or its equivalent. The stress level associated with this position is average. Physical work involved with this position includes, but is not limited to, lifting, walking, shoveling, digging and climbing.

## **Knowledge, Skills and Abilities**

### **Knowledge:**

- Knowledge of automated mapping and spatial information processing methods and techniques.
- Knowledge of the capabilities of automated mapping and geographic information processing systems.
- Knowledge of contract management.
- Ability to translate technical concepts and terminology in terms understandable to elected officials and other department heads.
- Ability to make decisions based on factual data, and to evaluate progress or success of computerized projects and systems.
- Richland city layout
- City ordinances
- Proper grammar and use of English in speaking and writing
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication

### **Skills and Abilities:**

- Work as a team member with other employees
- Communicate effectively with residents and other City employees, both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures