



ORGANIZATION: City of Lincoln City
JOB TITLE: GIS Coordinator and Analyst
FLSA STATUS: Exempt, Grade 14
UNION: AFSCME
UPDATED: May 2014

PURPOSE OF POSITION: Responsible for day-to-day management of the City GIS System, including making enhancements, maintaining data sets, application of quality control procedures and adhering to established standards. Performs spatial data analysis and modeling; manages and supports applied GIS projects in a broad variety of functional areas. Provides GIS technical support to staff.

ESSENTIAL JOB FUNCTIONS:

Analysis and Technical Development

- Performs research and provides technical assistance by collecting, analyzing, interpreting and summarizing information.
- Responsible for integration and management of as-built data and maps.
- Performs advanced data analyses and creates computerized models; designs and develops supporting databases; applies GIS and other analytical tools to manipulation, analysis, queries, and reporting of information
- Creates, updates and edits GIS data layers as needed, using ESRI software and other tools; adjusts and or rectifies existing graphic data to conform to more accurate control network
- Performs database analysis, interpretation and automation and inputs data to appropriate database systems.
- Provides data and mapping support to a variety of GIS projects as required
- Checks and evaluates assignments for accuracy in terms of data completeness, consistency, and conformance with design criteria
- Design and implementation of databases using MS Access or other tools
- Integration of attribute databases with GIS base layers

GIS Coordination

- Contributes to strategic GIS planning, working closely with Information Systems team
- Serves as team or project leader on applied GIS and data intensive projects
- Provide technical oversight for external consultants
- Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted
- Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps; prepares graphics and maps for written reports and presentations; presents reports to clients, committees and work groups, as needed;
- Responds to inquiries from the public by phone and through correspondence
- Represents Lincoln City at various county and local meetings regarding GIS and related efforts and activities

GIS Administration and Quality Assurance

- Administration and management of Lincoln City GIS Data
- Apply quality assurance guidelines to all GIS data developed internally or by consultants

- Assists in the development of data documentation and data maintenance procedures in support of the City GIS environment
- Update and manage GIS metadata

End-user Support

- Administration of published GIS content for internal and external customers.
- Provides technical support to various levels of GIS users, including technical GIS staff, front counter support staff, and management end users.
- Provides training as needed.
- Attends user meetings to provide information and answer questions.

Use the full Microsoft Office Suite, GIS and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with team, other City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Prepare for and collect GPS data points in field. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Bachelor's degree in GIS, computer science, mathematics or related field and three years progressively responsible professional experience using geographic information systems, databases and analytical methods in applied areas applicable to the city. Two years experience using ESRI GIS tools, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Considerable knowledge of computer operations, software applications, GIS and data processing equipment. Excellent customer service skills, written and verbal communication and time management.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: Training and experience using GIS in a municipal environment. Experience using Trimble GPS or similar. Experience working independently to manage projects. Familiar with Python, VB, or other scripting language for use with ESRI software products.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or

controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions and background noises.

SUPERVISORY RESPONSIBILITIES: May coordinate activities of contractors or interns. May coordinate activities of technical GIS staff on a project basis. May provide training and orientation to newly assigned personnel on City GIS policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Director. Ability to manage projects independently with limited supervision.