



Job Description  
Job Code: 234  
Range: 27

## GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

**DESCRIPTION:** Under the general supervision of the Information Technology Director, responsible for the development of department-specific and web-based Geographic Information Systems (GIS) products, data, and applications. Performs a variety of technical tasks relative to the assigned area of responsibility.

**CLASSIFICATION:** This is a non-exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

### TASKS:

Maintains the geospatial database and map service used by the Cottonwood Emergency Communication Center (ECC).

Designs, develops, programs, implements, and supports GIS applications using ArcMap, ArcGIS Pro, ArcGIS Online, and other ESRI products.

Serves as project manager for GIS projects. Manages short and long-term projects from inception through implementation and evaluation.

High-level GIS and data specialist with experience in application design, task automation, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection, and data entry.

Act as a liaison between department-specific GIS users and other City departments to address GIS support, quality assurance, and quality control.

Assists employees with technical support related to application design, database design, and data management.

Identifies and works with other agencies to determine general scope and objectives, specific requirements, and strategies.

Generates hard copy specialty maps and GIS data requests as needed by the City departments.

Updates the County's street centerline data for Cottonwood and assists with Clarkdale updates using GIS data standards and workflows developed by the County.

Reviews and evaluates proposed street names within the Verde Valley.

Provides accurate, prompt, knowledgeable, and courteous support with regard to GIS problems or information requests.

Accurately and promptly completes projects within the prescribed time frame.

## **GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – (Continued)**

Assists in developing and maintaining internal GIS standards based on industry standards.

Establishes quality control procedures and techniques to ensure the validity and accuracy of Cottonwood GIS data layers.

Maintains ESRI software licensing, software installation, and troubleshooting.

Communicates effectively and professionally through written correspondence and oral communication and the ability to convey GIS/spatial information to non-GIS/technical people clearly.

Interacts effectively with other local Cities and Towns, Counties State and Federal agencies.

Advises the Information Technology Director of GIS issues affecting the City.

Actively supports and upholds the City's stated mission and values, including being open for business and providing excellent customer service that is externally focused.

Actively works to inspire a vibrant community through departmental work and ensures departmental work fits the 'Heart of Arizona Wine Country' branding.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Knowledge of geography and various methods and references common to GIS applications, such as coordinate systems, coordinate geometry (COGO), topology, mapping, and cartographic standards.
- Knowledge of City departments and their functions as they relate to GIS applications.
- Advanced knowledge of industry-standard GIS software and technology and of the development of web-based software.
- Knowledge of relational database technologies (SQL Server or Oracle).
- Knowledge of Motorola's FLEX Spillman CAD software.
- Demonstrated advanced knowledge and skills in cartography, spatial analysis, geospatial data editing, and use of ArcGIS Desktop 10.x, ArcGIS Pro, and ArcGIS Online.
- Knowledge of ArcGIS Server and supporting software which includes GIS application development programming languages (.NET, Visual Basic, Python, JavaScript, HTML, etc.) or other programming languages, AutoCAD, Adobe Photoshop, Illustrator, Excel, and Access.
- Skill in utilizing Microsoft Software Suite.
- Ability to become familiar with pertinent federal, state, and local laws, codes, and regulations.
- Ability to perform responsible and difficult project assignments involving the use of independent judgment and personal initiative.
- Ability to establish and maintain productive working relationships with associates, employees of other departments, representatives of other organizations, County officials, and the public.
- Ability to work in organized team efforts with various City departments.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively read, write, and speak the English language.

**PHYSICAL REQUIREMENTS:** Work involved in this classification includes periods of walking, sitting, keyboarding and telephone use. The employee is frequently required to talk and hear to communicate effectively on the telephone, in person, or in writing. The employee is often required to have mobility from one office to another; use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, climb or balance; and stoop, crouch, and kneel. Specific vision abilities required include distinguishing color and adjusting focus. Some moderate lifting of 25-30 pounds may be required. Traveling may be required.

**GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR – (Continued)**

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree or equivalent from an accredited college or university with a major in Computer Science, GIS, Planning, or a related field and five years of advanced experience with GIS or an equivalent combination of education and experience that sufficiently demonstrates the ability to perform the duties of the position. Must successfully complete a comprehensive background check. Must have or be able to obtain upon employment a valid AZ driver's license.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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