



## **Title: GIS Coordinator**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from IT Apps & Geospatial Systems Manager.  
Exercises direct supervision over professional and para-professional staff.

### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associate's degree or equivalent
- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:**
  - Valid AZ Drivers License upon hire.
  - ACJIS TOC-D certification within 6 months of hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to coordinate geospatial activities for technical GIS staff within the IT GIS Group, act as liaison between department customers for geospatial services from GIS staff, serve as technical expert in the geospatial environment and build and manage GIS product within the City environment.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assists in daily GIS Operations, as part of the technical staff. Provides Level 3 support for any GIS related matters; provides ad hoc mapping support; assists in any GIS project data manipulation / development requirements; assists in the management and implementation of software upgrades for GIS products; may serve as afterhours support for GIS; coordinates essential afterhours GIS activities.
2	Coordinates geospatial activities for the GIS Technical Group. Schedules and coordinates assignments; coordinates application enhancement scheduling and deployment; ensures appropriate attention is provided for all GIS Group activities; communicates with management regarding workload and personnel matters.
3	Coordinates GIS support for City departments. Serves as primary GIS liaison to internal and external customer base; assists in review enterprise (or GIS related) business application RFPs and projects; serves as liaison to the GIS Steering Committee; provides GIS expertise and technical support to customer base.
4	Provides supervisory responsibility for GIS Technical Staff. Plans, prioritizes, and supervises daily tasks and activities; ensures procedure and policy compliance; evaluates, monitors, and coaches staff performance and development; recommends personnel actions.
5	Develops, coordinates, and maintains hardware, software, and data standards. Reviews industry, application, and partnership standards for hardware, software, and data; compiles documents outlining requirements based upon standards; reviews hardware, software, and data requests from users to ensure compliance and compatibility with current system; presents information to management.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, servers, printers, plotters, scanners, copy / fax machine, smart phones and related software, global positioning system (GPS).

**PROTECTIVE EQUIPMENT REQUIRED:**

Reflective vest.