

SENIOR GIS PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the development, implementation and management of all Geographic Information Systems (GIS) and its use within multiple departments in the County. This position also acts as a technical resource to consult with other County departments, municipalities, and nonprofit agencies. In conjunction with the Office of Central and Information Systems (OCIS), this position prioritizes GIS database and ensures GIS standards and documentation. This position serves on various interagency committees involved in the coordination of geographic resources. The purpose is to maximize efficiency, minimize costs and to facilitate the sharing of information for improved analysis. This position is based in the Department of Planning and Development but approximately half the work time is dedicated to and reimbursed by the Department of Behavioral and Community Health. Supervision is received from the Commissioner of Planning and from higher level administrative staff in the Health Department. Supervision is exercised over the work of support and technical staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides assessment and technical assistance to departments and municipalities involved in the collection, analysis and presentation of geographic information; advises staff on the use of GIS tools for planning efforts;
2. Assures quality of information and standardization of GIS data through regular editing and reviewing of GIS datasets;
3. Supports departmental activities and programs related to GIS systems such as Bioterrorism, Lyme Disease, West Nile Virus, Disaster Mitigation Planning, Comprehensive Emergency Management Planning;
4. Supervises staff involved in the completion of GIS duties such as establishing priorities, GIS system standards and procedures and ensures documentation is maintained;
5. Establishes departmental GIS procedures ensuring consistency with established protocols in conjunction with OCIS; recommends standards for applications and programs;
6. Serves as member of countywide GIS Project Work Group;
7. Negotiates terms of agreements with agencies and private consultants who request GIS data and services from the Department;
8. Recommends the purchase of GIS related hardware and software for the annual budget process; develops equipment specs by working with other departments to ensure the compatibility of equipment;
9. As member of Incident Command structure, manages GIS operations in emergency and planned events such as large-scale exercises and mass gatherings;
10. Provides training to staff and other GIS users on the collection, management, analysis and presentation of information;
11. Defines data requirements, and designs databases to satisfy objectives;
12. Assembles, arrays, processes, analyzes, and interprets data from various sources;
13. Analyzes economic, employment, land use, housing, and transportation data for research and support of planning;
14. Acts as liaison with local, regional and state GIS entities.

SENIOR GIS PROJECT COORDINATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the advanced principles and techniques of Geographic Information Systems (GIS) to develop applications and analyze and present information in a variety of formats;
Knowledge of computer mapping applications to acquire and manage an interrelated database;
Knowledge of a variety of County programs and operations in health, planning and emergency management to evaluate and implement the most efficient and comprehensive GIS system which current capabilities allow for the support of program activities;
Skill in the use of a variety of software packages and GIS system technologies to produce reports and presentations;
Ability to supervise staff;
Ability to communicate effectively, both orally and in writing, with a variety of people to develop and maintain cooperative relationships;
Ability to interpret statistical data on physical, economic and social phenomena as it effects the population of the County;
Ability to reason logically, both inductively and deductively;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in GIS, geography, information systems, planning, environmental studies, or a related field and two (2) years of technical work experience in GIS applications;
- OR: (B) Bachelor's degree in GIS, geography, information systems, planning, environmental studies, or a related field and three (3) years of technical experience in GIS applications.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.