

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : GIS Coordinator
Department: Planning & Development
Revised : September 2011

Class : Professional
FLSA : Non-exempt

This job description supersedes any prior description for the GIS Coordinator classification.

GENERAL DESCRIPTION

Highly responsible work in the development, implementation, and management of the Geographic Information System. Work focuses on the development of an information system which includes but is not limited to physical, cultural, population, social, urban, and economic geography. Work involves the design of a digital database to include a full range of mapping, geographic, land use, and demographic data. Considerable contact with county, local and state agencies, and the general public is required in order to give and gather technical land records information. Work includes making recommendations for the acquisition, installation, and maintenance of GIS software. General supervision is received from the Planning & Development Director and work is reviewed through periodic conferences and analysis of work performed.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, organizes, and coordinates a county wide GIS program in accordance with standards set by the North Carolina Office of Land Records.

Supports database integration routines for other applications including permitting, assessment software, computer-aided dispatch, and Board of Elections.

Maintains the GIS database, sets up users, performs system backups, relational tables, and performs quality control processes to ensure the integrity of GIS data and other related functions.

Coordinates software upgrades for all GIS related software.

Assists the department director by preparing the GIS portion of the annual budget.

Coordinates and manages GIS database development, definitions, maintenance, and implementation.

Administers the County's aerial photo acquisition contracts; administers the County GIS website contract; prepares documents and correspondences between the County and GIS contractors including preparing Requests for Proposals, contracts, and establishing procedures.

Manages the installation and operation of GIS software and recommends modifications to the existing system.

Prepares specifications for the development and modification of a county base map and digital geographic information.

Responds to requests for mapping services, map production, and analyzes and interprets geographic data for departments and the public.

Trains system users.

Job Title: GIS Coordinator

Page : 2

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of principles, techniques, and standards of base mapping, cadastral mapping, and geographic information systems technologies.

Considerable knowledge of principles and techniques of program planning, computer programming and processing.

Considerable knowledge of principles, practices, and standards as set by the North Carolina Office of Land Records.

Ability to coordinate the work of lower level employees.

Ability to communicate technical information to non-technical individuals.

Ability to establish and maintain effective working relationships with local and state governmental employees, fellow employees, and the general public.

Ability to gather, compile, and analyze statistical data.

Ability to communicate effectively orally and in writing.

Ability to coordinate multi-development projects.

PHYSICAL REQUIREMENTS

The work in this is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Geographic Information Systems (GIS) Geography, Planning, or related field and two years of experience in automated mapping, geographic information systems, or data base administration; or an equivalent combination of education and experience. Master's Degree from an accredited college or university in GIS, Geography, or Planning and some knowledge of Windows NT and networking preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**