## CITY OF McCALL

**CLASS SPECIFICATION**

#### Geographic Information Systems Coordinator

#### Pay Grade: 13

FLSA Designation: Non-exempt Effective Date: August 2022

Hybrid Remote Work - Eligible

**General Statement of Duties**

The GIS Coordinator is an administrative position responsible for coordinating, planning, organizing, and directing geospatial data and services for the City of McCall. This position is within the Community and Economic Development Department, under the general supervision of the Community and Economic Development Director with considerable latitude granted for independent judgement and decision making.

**Classification Summary**

The primary role of the GIS Coordinator is to maintain the geospatial database in the City of McCall, its constituent software and hardware components, and to perform spatial analyses as needed to support decision-makers within the City. GIS services include printed map production, the development and publication of on-line maps and apps, and in-field data collection. The GIS Coordinator provides technical expertise and supervision for the City’s GIS implementation and its day-to-day operation. The GIS Coordinator is also the Addressing and Road Name Coordinator for the City of McCall.

**Examples of Work** (Illustrative Only)

**Essential Duties and Responsibilities**

* Oversee and/or coordinate the procurement, validation, maintenance, and publication of geospatial data to support the City of McCall GIS mission.
* Develop and improve geospatial data through data entry, field data collection, digitizing, editing, and rigorous quality controls.
* Develop and maintain accurate and complete FGDC-compliant metadata for geospatial data products.
* Produce printed and on-line maps as needed.
* Act as the primary organizational contact for GIS-associated vendors. Coordinate and monitor contracts with GIS hardware, software, data service, and other GIS service providers.
* Design and configure GIS infrastructure, including applications, databases, hardware, storage, and network requirements.
* Develop and administer GIS budget under the direction of the Community and Economic Development Director.
* Make GPS device and software purchases recommendations, including assessing user needs and providing justification.
* Act as the Road Naming and Addressing Coordinator, responsible for properly addressing subdivisions, coordinating road name changes with the County; providing the public with assistance on unknown or incorrect addresses; assisting Valley County with correcting addresses and road names.
* Promote GIS by presenting at meetings and other venues.
* Performs all other duties as assigned.

**Other Duties and Responsibilities**

1. Responsible for US Census coordination and other data/mapping requests.
2. Keeps informed on new technology and applied uses.
3. Performs other related duties as required.

**Knowledge, Skills and Abilities**

Knowledge of:

* Extensive knowledge in the principles and practices of geospatial analysis, remote sensing, and cartography.
* Principles and techniques of system analysis, design, and implementation of GIS systems.
* Knowledge with configuring, operating, and maintaining ESRI Enterprise software, ArcGIS Desktop applications (including extensions such as Spatial Analyst) and ArcGIS Enterprise installations.
* Skilled in the Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook).
* Knowledge of CAD software and files as they relate to GIS applications.
* Interpret maps, site and building plans, graphs, and statistical data.
* Can read and interpret legal descriptions from deeds, plats, and other instruments.
* Assess the spatial needs of a city department and recommend solutions.
* Ability to organize, prioritize, and plan activities of multiple simultaneous projects
* Ability to communicate effectively in oral and written form
* Ability to work with technical and non-technical professionals
* Understand emerging GIS technologies and their application to improve City services

**Ability To**

* Develop and maintain GIS program for the organization.
* Interpret maps, site and building plans and specifications, graphs, and statistical data.
* Understand and apply City policy in formulating recommendations on specific GIS issues and requests.
* Research and analyze GIS data.
* Prepare clear and concise technical documents, reports, correspondence, and other written materials.
* Follow written and oral instructions; and
* Establish and maintain effective working relationships with City staff and others encountered in the course of work.

**Acceptable Experience and Training**

* A minimum of 5+ years as a GIS Analyst, GIS Coordinator, or similar position with professional-level experience in the design, development, implementation, and administration of geographic information systems, including analysis and database development and integration; and
* Bachelor’s or Master’s degree in Geographic Information Systems or related field; and
* A GISP Certification is desirable; or
* Any equivalent combination of experience and certification which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

* Valid driver’s license
* ESRI Enterprise Software experience required

### Essential Physical Abilities

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and by telephone.
2. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, review plans, and diagrams.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle.
4. Sufficient body mobility, flexibility, and agility to lift up to 50 pounds occasionally, to work in an office environment that requires sitting for long periods of time.