



City of Tempe

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	306	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Engineering & Transportation	<i>Salary / Hourly Minimum:</i>	\$32.732692
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$44.189423
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	GIS Analyst+
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Technicians

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Engineering Services Manager, or from other supervisory or management staff.

Exercises functional and technical supervision over lower level, and/or temporary staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of experience in City GIS production mapping practices with emphasis in City GIS data production control at a work group level, including two years of web authoring experience.
<i>Education:</i>	Equivalent to an Associate's degree from an accredited college or university with major course work in GIS, computer science, civil engineering, land surveying, CAD drafting, or degree related to the core functions of this position.
<i>License / Certification:</i>	Certification as a GIS Professional (GISP) from the GIS Certification Institute (GISCI), GIS/LIS Technologist from the American Society for Photogrammetry and Remote Sensing (ASPRS), or equivalent technical certification in GIS or geospatial technology is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex technical Geographic Information System (GIS) and management duties involved in the management and production control of data to the City GIS database and to provide web authoring and oversee work of web content providers of the engineering division, and perform other technical duties for the work group.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provide and assume responsibility for interdepartmental production control of updates to the City GIS system; track incoming civil engineering construction, as-built plans, plats, field checks and legal instruments; and, maintain City GIS production standards.
- Publish backlog report information for management and team members regarding project status to a defined location for review and retrieval for use in updating the City GIS database.
- Maintain and update tracking database applications with incoming document information on a weekly basis; and, ensure spatial accuracy and data quality of geospatial and attribute data encoding to the City GIS database.
- Provide overall day-to-day management of the City GIS production environment; provide direction and guidance to City GIS production staff; troubleshoot any deficiencies that potentially hinder the performance and production of data that is represented by the City GIS system; and, make recommendations to upper management and/or resolve the issues.
- Provide and assume responsibility for publishing and web authoring to City internet and intranet web servers for work group and division; operate web authoring, portable documentation software, digital imaging software and interfacing to web servers; provide technical assistance to work group and division staff involved in web information content, document format, and structure and maintenance; and, coordinate updates with ITD webmaster as required.
- Responsible for information implemented into the engineering web page, collecting and updating data to ensure the integrity and applicability of information; remain current on job specific knowledge by attending training courses and professional organizational meetings as determined by ITD webmaster; and, reading job-related professional journals and publications.
- Correspond with the public regarding engineering website questions through email or by telephone, including publicized information; and, resolve or direct questions to the appropriate party for resolution.
- Coordinate and manage the engineering production records-tracking program as it affects information implemented to the City GIS program; tracks time-sensitive projects and assignments to ensure timely completion; and, assist in the management, adherence, and distribution of City GIS production standards.

- Responsible for data integrity, quality control, and archiving of property documents that affect the content of the City GIS system such as real estate, field check, other geospatial hardcopy, microfilm, analog, and digital files used for City GIS updating.
- Assist in quality control, quality assurance, and system maintenance processes in GIS data production and distribution systems, and related software and hardware.
- Provide GIS spatial and attribute data analysis, and create custom and complex GIS, digital mapping, digital imagery, and database data products, digital information, and hardcopy for internal and external customers.
- Operate as a work group liaison to other GIS, ITD, and non-GIS work groups for support, implementation, and coordination of GIS projects and tasks within the City and to other outside agencies, as assigned.
- Write and maintain production, distribution, training, support, policies and procedures, and other GIS application and data documentation; and, assist in providing production-specific direction, specialized training, work assignments and quality control of work of interns, temporary, and other contracted or assigned personnel working on the City GIS database.
- Coordinate and complete multiple GIS and digital mapping projects; ensure comprehensive oversight of each project phase and detail; and, evaluate software and hardware, and make recommendations as necessary.
- Monitor usage of media supplies and inventory for engineering plotters and other work group technical materials; and, responsible for preparing requisitions for materials ordered through various vendors.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May work along for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 2005 (formerly part of Sr. Engineering Associate classification). Retro-active to January 2005. Revised January 2017 (added physical/mental activities) Revised March 2019 (PW Reorg – moved to Engineering & Transportation Department)</i></p>