



City of West Plains – GIS Coordinator

Status: Non-Exempt

Grade: WP09

Job Description

Effective Date: 07-07-2021

General Summary

Coordinate, plan, organize and direct GIS activities and initiatives for the City of West Plains. Responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS within the context of programs and policy directives. Responsible for coordinating GIS activities, managing GIS vendor contracts, planning, and organizing system development, and other GIS management activities. Reports to Planning Director. Demonstrates a commitment to high quality customer service and exhibits the values of the vision and mission of the City of West Plains.

Minimum/Required Qualifications

Bachelor's degree in a related field preferred
Five (5) years experience
Or combination of education/experience
Must maintain a valid Missouri driver's license and safe driving record.

Supervisory Responsibilities: None

Special Working Conditions/ Job Characteristics

ArcGIS Certifications
Job requires occasional, statewide, overnight travel.
Must be able to sit, talk, and listen for extended periods of time.
Must be able to feel attributes of objects, grasp, push, drive, stand, walk, reach with hands/arms, stoop/crouch, climb/balance, and operate mechanical equipment.
Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
Must be able to have repetitive wrist, hand, or finger movement to type and work on computer and/or related equipment.
May be required to lift 30 pounds or more.
May be required to be available for after-hours support as needed.

Examples of Work

1. Establish, implement, and maintain standards and procedures for GIS database management and development of applications for field data collection.
2. Provide oversight on activities associated with implementing, operating, and enhancing GIS databases; conduct daily maintenance of GIS database, including but not limited to editing, querying, and searching.
3. Create, update and maintain an ArcSDE versioned server, web portal and ArcGIS online for the City's infrastructure and utility system.
4. Host and administer the web-based mapping center for City staff and public use.
5. Integrate GIS with other computer applications; meet with users and review requests; develop and tailor applications to meet user needs; prepare documentation.
6. Oversee the design and development of all databases associated with GIS base map including relational databases; develop standards and strategies for maintaining database security.
7. Provides customer service and responds to special requests, including research and data collection and presentations, as necessary.
8. Create, update, and maintain web applications and data for field data collection, and for public use and information.
9. Address all properties within City limits. Responsible for Local Update of Census Addresses Operation (LUCA) updates, Boundary and Annexation Surveys, and handling the PSA for the 10-year census.
10. Oversee and provide technical guidance regarding activity associated with implementation, operation, and enhancement of the GIS program.
11. Administers contracts with GIS hardware, software, data conversion and other providers of GIS products and services.
12. Provides technical assistance to department personnel in the capabilities and implementation of GIS; provides technical support for external end users.
13. Establish procedures to eliminate redundant processes, determine appropriate levels of accuracy, the vertical integration of layers, and the integration of more accurate data with existing databases.
14. Conduct research and development of new GIS related products and procedures.
15. Plan for in-house and contracted training programs on GIS operations and applications.
16. Maintain compliance with all applicable federal, state and local regulations, including all City policies and guidelines as they pertain to department operations.
17. Perform other duties as required or assigned.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Employee Signature

Date