

CITY OF  
SIMI VALLEY

**GEOGRAPHIC INFORMATION SYSTEM COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, plans, coordinates, oversees and participates in the development, implementation, integration, operation, and maintenance of the City's geographic information system (GIS) and permit system; participates in planning, developing, and managing geographic data and GIS systems to meet city needs; designs and implements information systems for provision of access to GIS data; develops and implements specialized GIS applications; oversees the design and development of all databases associated with the GIS base map; and performs a variety of technical tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, organize, direct, control, integrate, evaluate, and participate in the acquisition, installation, administration, and operation of the City's geographic information system (GIS) and permit system; oversee software release installs and updates for both systems.
2. Develop implement, and monitor short-term and long term plans and unit goals and objectives focused on supporting the achievement of departmental and city priorities and expectations.
3. Coordinate, train, and instruct staff in the operation of the geographic information system and permit system; oversee user access and authorization.
4. Oversee and participate in providing graphic services including preparation, layout, and design of a variety of reports, displays, literature, maps and computer graphics; ensure the accuracy and completeness of digital GIS maps and data files.
5. Supervise the use, care and operation of GIS equipment.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
7. Serve as project lead for special GIS projects including the planning, system integration, database development, implementation and application development; meet with various GIS users and Information Services management to plan and discuss system requirements; provide project status updates as needed.
8. Serve as system administrator for GIS ensuring that application software and hardware operates efficiently and meets the City's needs for information technology; update layers as changes occur.
9. Integrate GIS with other computer applications; meet with users and review requests; develop and tailor applications to meet user needs; prepare documentation.

## **CITY OF SIMI VALLEY**

### **Geographic Information System Coordinator (Continued)**

10. Oversee the design and development of all databases associated with the GIS base map including relational databases; develop standards and strategies for maintaining database security.
11. Advise and consult with managers on spatial technologies and their uses to improve business and operational performance; inform managers on industry trends and technology developments.
12. Oversee and participate in the design, development, administration, and maintenance of enterprise-level spatial databases and data storage technologies; design, develop, and implement databases, interfaces, and procedures to automate departmental work processes to enhance operational productivity and organizational decision making.
13. Plan and develop City-wide user training for geographic information systems and permit systems; develop policies and procedures for users and output requirements for GIS services.
14. Coordinate the design and development of user-specific GIS databases and permit types; configure system operational functions; prepare reports as necessary.
15. Research and investigate geographic information system industry techniques and products; evaluate and recommend GIS software and hardware systems.
16. Coordinate with software and hardware vendors as well as service consultants on planning issues, price quotes, problem reporting, and contracts.
17. Develop and maintain customer relationships within Public Works, with other departments, and with other federal, state, and local agency partners to ensure effective service delivery and customer satisfaction.
18. Coordinate GIS and permit system activities with other staff, the public and private agencies as needed.
19. Represent City geographic information systems interests to various governmental and professional geographic information systems related agencies and to the community as needed.
20. Attend and participate in professional group meetings, seminars and trainings in order to stay abreast of new trends and innovations in the field of geographic information systems technology.
21. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of :**

Operations, services, and activities of a geographic information system program including concepts and analytical techniques.

Uses, capabilities, and operational characteristics of geographic information systems equipment and specialized hardware including ArcInfo, ArcView and computer mapping applications.

Cartographic standards, principles and procedures.

Methods and techniques of engineering, land surveying, planning, and spatial analysis as it relates to geographic information systems.

Operation and maintenance of computer software and hardware, operating systems, local and wide area networks, internet and remote access computer systems.

## **CITY OF SIMI VALLEY**

### **Geographic Information System Coordinator (Continued)**

Principles, practices, and techniques of information systems management including applications design, hardware and software options, engineering and operations applications, and cost benefits of systems alternatives.

Global positioning survey concepts and analytical techniques.

Concepts of relational database systems.

Principles and practices of database design, administration, and development.

Principles and practices of supervision and training.

Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Plan, organize, integrate, and participate in the acquisition, installation, administration, and operation of the City's geographic information system (GIS) and permit system.

Provide highly technical support to geographic information systems programs.

Provide direction and training to assigned staff.

Identify GIS information management issues and opportunities, analyze problems and alternatives, and develop sound conclusions and recommendations.

Oversee multiple projects, tasks, and priorities to achieve desired goals.

Analyze spatial data by linking tabular information from ArcInfo, ArcView and ArcMap.

Create geographically referenced data sets.

Design, implement, maintain and administer relational database management systems.

Prepare accurate maps and records.

Operate system software and database programs.

Troubleshoot GIS network and application problems.

Read, comprehend, and interpret complex scientific and technical information as it relates to geographic information systems.

Provide instruction and assistance in using various computer applications.

Perform work on multiple, concurrent tasks.

Use independent judgment and initiative in making recommendations regarding database applications.

Install software and hardware components.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information sciences, geography, geographic information systems, engineering, or a related field.

#### **Experience:**

Four years of increasingly responsible geographic information systems experience.

#### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver license.

**CITY OF SIMI VALLEY**

**Geographic Information System Coordinator (Continued)**

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting; exposure to computer screens; may be required to work irregular work hours including evenings and weekends.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; to walk, stand, or sit for prolonged periods of time; to perform moderate or light lifting and carrying.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

*Revised: March 2006*

Revised: July 2016