



January 2019  
Class Code: A-55  
FLSA: Non-Exempt

## **GIS COORDINATOR**

### **DEFINITION**

Under direction, provides technical support to the District's Geographic Information Systems (GIS) program; collects, assembles, verifies and interprets current and historical source records; plans, produces, and maintains electronic and paper maps; generates reports and supporting documentation; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Operations.

### **CLASS CHARACTERISTICS**

This fully qualified journey-level classification is responsible for performing the full range of technical support duties for the District's GIS program, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, publishes, and maintains electronic and paper maps, including but not limited to, digitizing and editing base layers, updating routes, sources and material use records using District GIS applications and databases.
- Collects, assembles, verifies and interprets current and historical database records, surveys, demographics and source documents; analyzes spatial and temporal data used to facilitate and evaluate District control and surveillance programs; generates reports for use by District staff and management in evaluating vector control sites.
- Coordinates activities with various departments and public agencies to facilitate continual sharing and exchange of digital data and resources to expand database and mapping capabilities.
- Provides technical assistance to staff related to the operation of geographic information system applications.
- Produces daily and monthly reports such as but not limited to, source identification and location, equipment use, material and pesticide use, employee field activities and other GIS related summary reports.

- Recommends updates and upgrades to computer systems as needed to maintain optimum District productivity and performance in the field of GIS applications.
- Attends training courses, professional organization meetings, conferences and seminars to maintain skill levels in an ever-changing electronic, data, and information field.
- Orders and maintains uniforms for all District employees; orders and maintains protective personal equipment for district employees including masks, safety goggles, eye wash, etc.
- Manages security access control system for District employees; creates access control badges for employees and updates their access dependent on their work status; work with security system vendor to create and maintain a safe work environment.
- Manages all mobile telephone purchases and disbursements for all District employees; works with vendor to resolve service issues that may arise.
- Oversees the daily activities of seasonal spray route employees including approving time off requests and scheduling of overtime to accommodate the District's after-hours spray events.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of GIS data collection and use within the program.
- Geographic and topographic principles as they relate to mapping within GIS programs.
- Methods and techniques of preparing digital and paper maps.
- Operational characteristics of software used in mapping processes.
- Database principles as they relate to GIS programs.
- Sources for obtaining data which enhance database and mapping capabilities.
- Methods and techniques of interpreting layers of data and providing summary of findings.
- Mathematic principles.
- District and mandated safety rules, regulations, and protocols.
- Basic research and report writing techniques.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Collect, compile and evaluate data for use within the GIS system.
- Publish concise and accurate maps.
- Prepare presentations for GIS data including maps, graphics and related visual tools.
- Review and analyze GIS data for a diverse range of factors used in evaluating the District's surveillance program efforts.
- Maintain large databases and transform data into useable maps.

- Oversee the District's uniform programs.
- Coordinate the District's security program with vendors, and ensure staff have appropriate access to facilities.
- Make accurate mathematical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an associate degree with major coursework in geographical information systems, geography, computer science, or a related field and two (2) years of experience in the operation of a computerized mapping and/or geographical information system; experience in mosquito and vector control is desirable.

**Licenses/Certifications:**

- Possession of, or ability to obtain, a valid California driver's license by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and operate a motor vehicle to visit District sites.; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds or heavier weights, in all cases with the use of proper equipment including assistance from other staff.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working outside in District facilities, may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.