



JOB DESCRIPTION

<i>Title</i>	GIS Coordinator/Analyst	<i>Created</i>	June 2007
<i>Department</i>	Information Systems	<i>Revised</i>	
<i>Job Class</i>	A 20	<i>Safety Sensitive</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt

Purpose

This is a non-supervisory skilled technical GIS class. Maintains land information, supports and develops land information applications, and produces land information products, using the Geographical Information System (GIS). Works under the general supervision of the county GIS Committee and Information Systems Division (CSIS), who develop direction and priorities for the Clatsop County GIS system.

Essential Functions

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to perform.

- Develop program alternatives for GIS implementation for review by the GIS Committee. Program alternatives will include costs, benefits, pros and cons, and timeliness.
- Coordinates maintenance of land information using the county GIS. May input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points; using the GIS under the direction of the GIS Committee and CSIS.
- Under the Direction of the GIS Committee and CSIS, documents user application GIS user needs, designs and develops application software for input, update and display of land information.
- Based on discussion with GIS users, produces custom maps of land information to meet specific county GIS user needs.
- Provides basic training and technical assistance to county GIS users in the operation of standard GIS menu systems.
- Under the supervision of the GIS Committee and CSIS, answers inquiries from county staff, the public and outside agencies concerning the county GIS.
- Under the supervision of the CSIS, performs routine operating system administration to include, but not limited to: System backups, account management, print maintenance, and purchases software management.
- Under the supervision of the GIS Committee, CSIS and Assessment & Taxation, assist in the development of cartographic and digital standards of the county GIS.
- Performs other related work as required.
- Follow all safety rules and procedures established for work areas.



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Mandatory Qualifications

College degree/equivalent in cartography, natural sciences, or related field with one year of college course work related to cartography or Geographic Information and 3-5 years GIS experience with 3+ years programming and maintaining applications within the ARC/INFO environment, or an equivalent combination of experience & training. Requires the knowledge of application development methods to complete needs assessments, data modeling and system design. Cartographic principles and practices in the preparation of appraisal maps; mathematics, including algebra, geometry and coordinate geometry; legal property descriptions, basic surveying terms; drafting methods; basic cartographic principals sources of mapping materials; principals of Geographic Information System including entry/updates, analysis, and map production; familiarity with a programming language such as AML, Avenue, and ARC/VIEW; working knowledge of ARC/INFO; a working knowledge of Windows, a working knowledge of relational databases (SQL Server preferred). Also requires the ability to develop application systems, design GIS data structures, develop program priorities and alternatives. Use COGO, computer based mapping/GIS system (Arc/Info preferred), planimeter, DOS/Windows; train county staff in basic GIS operations, establish and maintain working relations with county staff, the public and outside agencies; communicate effectively orally and in writing.

Desired Qualifications

Physical Demands

Physical demands on position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds.

Working Conditions

Typical working office environment.

Supervisory Responsibility

Supervision of employees is not a normal responsibility of this class. However, the employee provides technical assistance, training and coordination to GIS users. Oversees services contracts for data conversion and application development.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.