Marion County Board of County Commissioners
POSITION DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GIS COORDINATOR

Department: **Information Technology**
Pay Grade: **113**
FLSA Status: **Exempt**
Job Class: **1302**
Risk Code: **8810**

JOB SUMMARY

Responsible for overseeing the coordination, analysis, and evaluation of existing or proposed Geographic Information System(s) (GIS), and designing solutions, programs, procedures to process GIS data for all areas of County government.

ESSENTIAL JOB FUNCTIONS

- Serves as GIS team lead within the Information Technology Department.
- Coordinates the GIS user group meetings for the county organization and serves as a liaison between other county, city, and state agencies that utilize GIS technology.
- Provides internal and external GIS user support for project development and utilization of GIS data. Resolves and makes recommendations for all issues and reports any unresolved issues for resolution.
- Develops and implements map services using ESRI technology, (e.g., ArcGIS Server, ArcGIS Online, and ArcGIS Pro) for internet and intranet applications in accordance with approved standards and systems specifications for GIS data management and analysis.
- Communicates with the customer to analyze and evaluate GIS systems and programming specifications.
- Develops policies, procedures, and standards relating to GIS system maintenance, operation, and services. Recommends modifications to programs, systems, or standards in order to improve their overall effectiveness, and works with users to ensure development of timely and useful information systems.
- Maintains detailed inventory of all GIS licenses and assigns licenses to approved County department end users.
- Maintains GIS databases utilizing ESRI technology and Microsoft SQL Server. Maintenance includes indexing, compressing, and other database tasks to ensure a highly available enterprise environment.
- Uses prevailing programming languages and standards (e.g., Python, SQL, and geoprocessing tools) to maintain the GIS enterprise environment.

- Prepares ArcGIS models as guides to developing scripts for automation and data quality control.
- Prepares comprehensive documentation and operational instructions for the GIS programs. Prepares all training aids. Writes all documentation and all user manuals associated with the program/system. Trains employees in use of new GIS software and hardware.
- Troubleshoots hardware/software technical issues associated with GIS systems using knowledge of computer systems, operating systems, security configurations, database management, and web platforms. Tests, debugs, and installs the software programs and patches installed for licensed desktop users county-wide.
- Researches, creates, manages, and maintains GIS spatial and tabular data to provide the users with the most current and accurate available data. Performs data analyses on spatial and tabular data to produce reports, maps, graphs, and/or charts as requested by management and user departments.
- May be required to work outside normal business hours, participate in an on-call rotation, have the ability to perform work remotely, respond to emergencies on a 24/7 basis, and carry a mobile phone
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position functions as a lead worker for a small (one or more) group of employees. Provides guidance, assistance, review of work product, resolution of work problems and work direction. May also fill in as needed to serve as a backup for the GIS Programmer Analyst.

QUALIFICATIONS

Education and Experience:
Associate's degree minimum, Bachelor's preferred, in Information Technology, Computer Science, or related field; and three (3) years' minimum, five (5) years' preferred, progressively responsible experience in GIS systems administration and analysis, and project management in a diverse enterprise computing environment; or an equivalent combination of education and experience.

Licenses or Certifications:
Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment.

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.
Geographic Information Systems Professional (GISP) certification preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain good working relationships with co-workers, other county employees, general public, and other officials.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Knowledge of object-oriented programming, relational databases, and local area networking fundamentals.
- Knowledge of terminology, practices, and techniques used in geographic information systems.
- Knowledge of current County standard relational databases.
- Knowledge in modern programming languages compatible with current County standard.
- Ability to work on several projects or issues simultaneously.
- Ability to analyze data and meet deadlines.
- Ability to prepare comprehensive reports and training manuals.
- Ability to work with limited supervision.
- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to excellence and the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

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Employee Signature   Date

_____   _____

Supervisor (or HR) Signature   Date

E.O.E. *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*