

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: GIS COORDINATOR (Job Code 495).

GENERAL STATEMENT OF JOB

Under the general direction of the Director of the Department of Environmental & Environmental & Engineering Services (DEES) or the Director's designee, performs professional level work in coordinating the department's Geographical Information System (GIS). Work includes planning, creating, and maintaining the GIS database for the City. Work is reviewed through conferences and written reports for results obtained.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Manages and supervises assigned operations to achieve goals within available resources, plans and organizes workloads and assignments.

Plans, creates and maintains GIS database for the City. Designs database to include needs of other City departments.

Compiles geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.

Uses Global Positioning System (GPS) equipment and conventional measuring methods for locating and documenting locations of City infrastructure and other assets, as deemed necessary.

Uses GIS and computer aided design (CAD) software, creates new GIS layers through digitizing and coordinates geometry methods; assigns and edits attributes to spatial data.

Prepares metadata and other documentation.

Develops scripts and application (AML, Avenue, Visual Basic, etc.) to automate common tasks.

Provides leadership and direction in the development of short and long range CAD plans, gathers, interprets, and prepares data for studies, reports and recommendations, coordinates activities with other departments and outside agencies as needed.

Provides technical advice to supervisors, makes presentations to supervisors, boards, commission, civic groups, and the general public as needed.

Assures that assigned areas of responsibility are performed within budget, performs cost control activities, monitors expenditures in assigned area to assure sound fiscal control, prepares annual budget requests assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow, studies and standardizes procedures to improve efficiency and effectiveness of operations.

Analyzes geographic relationships among varying types of data.

Creates maps and graphs using GIS software and related equipment.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists in the preparation of CAD engineering plans and specifications, and in the preparation of sanitary sewer, water, storm drainage, and street system maps; zoning and planning maps; databases and comprehensive plans.

Draws charts for representation of statistical data.

Confers with other staff concerning assistance required such as plan preparation, design changes, as-built, and reports.

Plots legal descriptions, annexations, local improvement districts, easements or condemnations.

Plots records, maps, and other data obtained for such typical municipal systems as streets, sewer mains and stubs, water main, hydrants and zoning district designations, etc.

Assists in the maintenance of engineering, planning, and infrastructure records. Assists in preparing as-built plans for street, water, or street light and landscaping systems.

Analyzes data, source maps and photographs, computer or automated mapping products, and make recommendations.

May perform a variety of office related functions, including preparing permits, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff and the general public.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university with major course work in Geographical Information Systems, Geography, Surveying/Mapping, Engineering, Planning, Computer Science, or closely related field; supplemented by minimum three (3) years of work experience in GIS software applications; or an equivalent combination of education, training and experience.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-25 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of personal computing and computer-aided design and drafting, including AutoCAD, ArcView, Arc Info or related software, some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.

Knowledge of applicable City policies, laws, ordinances and regulations affecting Department activities.

Knowledge of mathematical engineering applications, land surveying methods and general city operations.

Ability to prepare, organize and maintain CAD files and related office data, reports, systems.

Ability to effectively communicate complex technical information, orally and in writing.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to establish effective working relationships with employees, contractors, developers, officials and the general public.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date