Essex County, VA

Job Title	**GIS Coordinator**
Department	Technology Department (IT Department)
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	Director of Technology
Supervises:	NA

JOB SUMMARY/PURPOSE

This position directs and manages the efforts related to the coordination, development, implementation, and maintenance of the County's Geographic Information Systems (GIS) and geographic/address information and data maintenance that is part of the Next Generation 911 system. This position develops various mapping applications for County departments as requested and needed. The GIS Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Serves as Essex County's point of contact for all GIS related matters;
- Manage the GIS by gathering, developing, updating, analyzing and maintaining countywide geospatial data; including installation and maintenance of GIS software and equipment; provide technical support and troubleshooting for all GIS users;
- Plan, organize, integrate, monitor and maintain a comprehensive GIS programs to meet long range GIS system goals;
- Coordinate and monitors contracts with GIS hardware, software, data conversion and other provider of GIS products and services;
- Develop and maintain interactive online web mapping applications, both for public consumptions and for internal county departments to suit specific needs and requests;
- Work directly with other departments to determine user needs and provide custom solutions, perform complex geospatial analyses, prepare reports and discuss findings;
- Coordinate with other departments in providing geographic visuals for various grant, CIP and other projects as needed and ad hoc analysis to fulfill various requests from internal and external customers;
- Stay abreast of current research and development of new GIS related products and procedures to recommend new equipment or technology to meet the County needs;
- Data maintenance of Next Generation 911 (enhanced 911), create 911 address assignments, coordinate and plan implementation with regional and local communities to create a consistent 911 system for public safety;

- Coordinate County GIS system with surrounding communities and regional and state and federal agencies;
- Attend and participate in professional group meetings, collaborate with other GIS professionals to discuss current projects and share ideas;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with GIS technology, procedures and processes;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

Bachelor's degree in GIS or related field or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, plus over three years of experience with managing a GIS system.

Licenses or Certificates:
- GISP or ESRI Professional Certificate preferred
- Valid Driver's license

Knowledge, Skills and Abilities:

- Strong knowledge of GIS concepts and analytical techniques - including GIS Data Principles; design, develop and maintain relational geodatabases; complex spatial analysis; quality assurance/quality control; development and maintenance of online mapping applications; map creation and distributions;
- Extensive experience with ESRI ArvGIS Suite;
- Proficiency with ESRI Geodatabase development and maintenance;
- Strong project management skills and research and analysis skills;
- Ability to repair, develop or install computer hardware, software, network systems or management information systems;
- Experience with using large format scanner, plotter and GPS equipment;
- Ability to create plans for and guide implementation of new technology systems;
- Ability to communicate effectively and tactfully with application personnel and end users;
- Ability to use analytical techniques in a dynamic environment while performing in an efficient and effective manner;
- Knowledge of programming language such as VB or Python, and best practices for repetitive task automation.
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office;
- Ability to maintain confidential information
- Ability to establish and maintain working relationship with County Staff, public, vendors and GIS users;

- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;
- Ability to understand and follow oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to use Windows-based software (e.g. Word, Excel, and power point, etc.);
- Ability to maintain motivation, composure, and self-esteem in stressful situations.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions-when driving for field work or training		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with Dust or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, printers, phone, wiring and cables for computer set up, scanners, GPS				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing library cart		X		
Other-Driving		X		
Other-Field work to check coordinates and locations for GIS map and system		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X	X		
Very Loud (jack hammer work)	X			

Vision requirements
__X__   Close vision (i.e. clear vision at 20 inches or less)
__X__   Distance vision (i.e. clear vision at 20 feet or more)
__X__   Color vision (i.e. ability to identify and distinguish colors)
__X__   Peripheral vision (i.e. ability to observe an area that can be seen up and down or
left and right while the eyes are fixed on a given point)
__X__   Depth perception (i.e. three-dimensional vision, ability to judge distances and
spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).