



City of Phoenix

GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR

JOB CODE 09880

Effective Date: 04/13

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage the GIS/Mapping Section of the Engineering and Architectural Services Department and to coordinate with other departments, the provision of related services. The GIS Coordinator supervises GIS Technicians, Senior GIS Technicians, and Property Specialists who verify the accuracy of source documents and create and maintain the GIS land base database. Work is performed independently under the general supervision of the Environmental Affairs Supervisor who evaluates work on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Directs the operation of the geographic technology section and oversees the electronic distribution of all newly created or revised official City quarter-section maps;
- Directs the section's Global Positioning Satellite (GPS) survey work and data processing, which is used when creating the GIS database for newly annexed areas;
- Through coordination with the City Clerk and Information Technology Departments, maintains the link between the GIS and the Land Information System (LIS) which contains property ownership information;
- Coordinates client department requests for mapping services;
- Makes decisions regarding interpretation of legal documents used when creating GIS quarter section files;
- Administers the City's aerial photo contract;
- Oversees the section's three-dimensional computer model of downtown Phoenix;
- Trains others on the use of new applications;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.



City of Phoenix

Required Knowledge, Skills and Abilities:

Knowledge of:

- Symbols and terminology used in civil, architectural or electronic engineering drawings.
- GIS software, such as ArcView, ArcEdit, and ArcInfo.
- Digitizing and data manipulation procedures for geographic information systems.
- Geography.
- Computer systems design and programming.
- Database design.

Ability to:

- Read and interpret legal descriptions.
- Use graphic instructions such as blueprints, layouts or other visual aids.
- Analyze complex legal descriptions, resolving any conflicts, and produce accurate graphic representations.
- Communicate orally with customers, clients, and the public in face-to-face one-on-one settings or using a telephone.
- Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints and engineering plans.
- Perform mathematical calculations using algebra, geometry and trigonometry.
- Travel across rough, uneven or rocky surfaces when performing field survey work.
- Enter data into a computer terminal, PC, or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Remain in a sitting position for extended periods of time.
- Perceive color as defined by the Inter Society Color Council-National Bureau of Standards system.
- Work cooperatively with other City employees.
- Present facts clearly and accurately in graphic form.
- Understand and carry out oral and written instructions in the English language.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.



City of Phoenix

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree in geographic information systems, geography, planning, landscape architecture, civil engineering, computer science; and two years of experience working with geographic information systems; and one year of supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted.