

## **TOWN OF WAYLAND POSITION DESCRIPTION**

**Title:** GIS Coordinator

**Department:** Information Technology

**Appointing Authority:** IT Director

**Affiliation:** AFSCME

**Grade:** G-7

**Personnel Board Approved:** 4/27/99

**Personnel Board Revised:** 07/17/17

### **Summary of Duties**

Technical work in operating, maintaining, and updating the Town's GIS (Geographic Information System), and other mapping activities in conjunction with municipal land use and engineering projects; all other work as required.

### **Supervision Received**

Works under the general direction of the IT Director.

Performs independent technical work requiring the accurate application of accepted standards of performance and departmental practices; refers questions to and receives supervision on long-term projects from supervisor.

### **Supervision Exercised**

None

### **Job Environment**

Work is generally performed under typical office conditions; frequently required to perform field work outdoors with exposure to variable weather conditions and hazards associated with construction sites. Occasionally required to attend night meetings.

Operates light trucks, automobile, hand tools, computers, standard office equipment, and various engineering equipment including, but not limited to, surveying instruments.

Makes frequent contacts with other Town departments, and occasional contact with the general public responding to requests for maps, plans and other information.

Particular care must be taken to produce accurate maps and plans; errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, danger to public health and safety, environmental damage, and legal repercussions.

### **Essential 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.*

Is responsible for the overall coordination, development, implementation, operation, maintenance and training of the Town's GIS, and other mapping activities in conjunction with municipal land use and engineering projects.

Ensures development and maintenance of the Town base map and associated layers to include land transfers, subdivisions, zoning changes, roadway changes, construction, conservation easements, deeds.

Updates, analyzes, creates and acquires data in the Town GIS.

Provides assistance and training to other departments and employees in the proper use of GIS.

May assist in performing field surveys and assist in creating/modifying plans based on field surveys and other information.

Responds to requests for information including maps, plans, and other land information, which may require gathering information from multiple data sources.

Provides GIS support to other Town departments, as directed.

May assist in negotiating technical aspects of online GIS services with outside vendors.

Acts as the Town's representative to outside agencies regarding GIS.

Performs similar or related work as required, directed, or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree in engineering, GIS or related field of endeavor.

**Experience:**

Over 2 years of responsible experience utilizing GIS systems, establishing and maintaining multiple parcel data layers with ArcGIS software, or other comparable computer applications.

**Substitutions:**

None

**Licenses/Certificates:**

Must possess a valid driver's license to operate a motor vehicle.

Must possess GIS Professional (GISP) certification.

**Knowledge, Abilities and Skills:**

Working knowledge of principles and concepts of GIS planning and systems development.

Working knowledge of techniques and procedures of GIS system and data base design, analysis and development.

Working knowledge of GIS hardware and software products.

Working knowledge of principles and techniques of effective project coordination and management.

Working knowledge of mapping and GIS fundamentals, computers and surveying/engineering concepts.

Familiarity with local, State, and federal laws and regulations governing the municipal infrastructure.

Ability to work independently and make sound judgments.

Ability to communicate clearly and concisely complex information, orally and in writing.

Ability to read and interpret technical documents (plans, deeds, etc.).

Excellent communication skills; ability to communicate clearly and concisely complex information, orally and in writing.

Ability to maintain detailed, complete and accurate records.

Ability to organize projects, accomplish tasks and meet deadlines.

Ability to operate a motor vehicle.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Strong computer application skills required, particularly ArcGIS, Microsoft Office, Microsoft Windows 7, Adobe Photoshop, Adobe Illustrator, or similar graphics software.

### **Physical Requirements**

Minimal physical effort generally required when performing duties in office; moderate physical effort demanded while performing functions in the field. May be required to walk and stand for extended periods. Occasionally required to lift items and equipment weighing up to 30 pounds. Vision must be correctable to normal ranges. Must be able to distinguish colors and judge distances and spatial relationships. Ability to operate a keyboard.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*