

**North Park Public Water District**  
**GIS/Mapping Coordinator**  
**Job Description**

**Reports To:** Chief Operating Officer

**FLSA Status:** Non Exempt

**SUMMARY**

Responsible administrative and technical position providing ongoing administration, analysis and maintenance of the District's geographic information system (GIS). This is an independent leadership position that is expected to perform all activities associated with developing, managing and updating the District's GIS program. Duties include administration of hardware, software, and intranet resources within the context of programs and policies for a GIS system. Must be able to fluently interact with WinGIS for data sharing, application, support and other necessary coordination to utilize all of the support available from this affiliate agency. Assist in planning system development, managing hardware and software contracts and other related activities. Coordinate with and assist 3<sup>rd</sup> party consultants with IT and Supervisory Control and Data Acquisition (SCADA) system issues. Oversees the ongoing updating of the District's official map together with all of its related appendices with new construction, abandonment of existing facilities and changes to infrastructure. Manage the ongoing influx of GIS relevant data in an organized, accurate, timely and efficient manner. Oversee and manage data input from District staff members.

In addition to GIS & mapping responsibilities, the GIS Coordinator shall be expected to provide modest IT support to District personnel on an as-needed basis.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage hardware, software and intranet resources as they relate to the District's GIS and mapping systems
- Create GIS based tools, applications, and techniques to assist and streamline GIS operations to make it more efficient.
- Utilize project management tools and techniques to complete assigned GIS projects and initiatives.
- Review, design, model, and normalize existing and new spatial data.
- Makes periodic executive-level reports to the COO and CEO concerning the status of the District's GIS System and GIS goals and objectives. Makes recommendations on needed remedial actions and related improvements.
- Create new data and maintain existing data as deemed appropriate for GIS applications
- Manage and coordinate the growth of the District's mobile GIS functionality
- Oversees, assists with and develops GIS and mapping applications for all departments
- Meets with representatives of user departments, agencies and/or designated IT/SCADA personnel to determine GIS and mapping requirements and to problem solve
- Maintains effective communication with District management, employees and external agencies
- Stays current with the latest developments in software, hardware and logistical approaches to GIS/mapping integration with a public water supply

- Performs related duties as assigned
- Able to produce a wide variety of maps and graphical exhibits to assist the District in its understanding and assessment of its existing and planned infrastructure

### **QUALIFICATIONS**

Four to seven years proven knowledge of Geographic Information Systems software, hardware and its application requirements. Some knowledge of technical practices and terminology and database administration principles required. Basic skills in the preparation of detailed technical reports and ability to reduce complex GIS technical issues into laymen's terminology. Ability to communicate effectively in written and oral form. Ability to analyze problems within the GIS computer environment. Willing to learn new processes & methods for improving workflows.

### **EDUCATION and/or EXPERIENCE**

A Bachelor's Degree from an accredited college or university in Computer Science, Cartography, Geography, or Engineering with an emphasis on GIS or directly related field desirable. Equivalent combinations of education and experience will be considered.

### **PERSONAL CHARACTERISTICS**

Must be able to establish and maintain effective working relationships within the organization and with outside agencies and vendors. Must always present a positive professional image to both internal and external customers.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as record construction drawings, geographic and data maps, safety rules, operating and maintenance instruction and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to vendors, other governmental staff, customers, management or employees of the District.

### **REASONING ABILITY**

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 instruction furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Class D driver's license
- Individual must be insurable by District's insurance carrier

### **JOB BASED COMPETENCIES**

- Knowledge of GIS software such as ArcGIS, ArcMap, SDE, ArcGIS Server and AGOL.
- Knowledge of Computer Aided Drafting/Design software such as Autodesk 2017.
- Proficiency with Model Builder, Community or Business Analyst, Network Analyst, Spatial Analyst, 3D Analyst, and Data Reviewer.
- Knowledge of digitizing and data manipulation procedures for GIS

- Knowledge of relational databases such as Microsoft SQL.
- Knowledge of computer system design and programming techniques such as Python, VB and C#.
- Extensive knowledge of Esri's ArcGIS platform and capabilities.
- Proficient in updating and maintaining GIS data layers using multi-revision, multi-user, distributed GEO SDE databases.
- Ability to analyze complex legal descriptions, resolving any conflicts and produce accurate graphic representations.
- Ability to read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints and engineering plans.
- Ability to prepare and conduct GIS needs assessment studies.
- Ability to communicate both oral and written technical reports, diagrams and maps.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions with possible extreme heat or cold. The employee is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually low to moderate.