

CLASS SPECIFICATION FOR
GIS (Geographic Information System) Coordinator

GENERAL STATEMENT OF DUTIES: Coordinates the design, development, implementation, operation and maintenance of the County's geographic information system (GIS); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for coordinating all Henrico County geographic information system (GIS) administration and activities. The employee demonstrates comprehensive knowledge of modern geographic information system theory, practice and tools; solid familiarity with County geography and topography; and skill in cohesively and effectively drawing together the diverse specializations, responsibilities and missions of the various County agencies involved in GIS duties and activities. The incumbent maintains frequent and vital contact with all levels of employees as well as elected officials, members of boards and commissions and the public. Receives general supervision and direction from the Deputy County Manager for Community Operations.

EXAMPLES OF WORK (illustrative only; not all-inclusive):

- Oversees and coordinates the design, development and implementation of the County-wide GIS;
- Prepares cost estimates, time schedules and workflow charts;
- Writes and reviews specifications for GIS development, implementation and maintenance;
- Works with other County agencies and departments to determine their mapping needs and to develop applications and processes to meet those needs;
- May lead and direct the GIS planning and design activities of a cross-functional team composed of staff from various County departments;
- Writes organization-wide procedures for GIS operation and maintenance and monitors and ensures compliance with established policies and procedures;
- Coordinates use of GIS with the public, consultant engineers and other County agencies and employees;
- Develops and delivers to staff and users both formal and informal training related to GIS applications and utilization;
- Identifies, analyzes and resolves technical and administrative problems/concerns related to GIS;
- Develops and administers GIS budget, to cover implementation, updates and maintenance;
- Serves as the County's GIS liaison to vendors, consultants and other localities;
- Devises and coordinates a regular and systematic update plan for GIS equipment, software and databases;
- Implements standardization of mapping and ensures accuracy of aerial photography and monumentation;
- Prioritizes and coordinates GIS utilization and application requests for services and establishes a timeframe for development and implementation;
- Coordinates GIS implementation/applications with other localities, ensuring uniform data exchange formats;
- Serves on County, organizational or regional committees as assigned;
- Prepares and makes public presentations at departmental, County, organizational or community meetings and forums;
- Controls and oversees GIS supplies inventory, ensuring that needed resources are always available;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of geographic information systems, processes and techniques; comprehensive knowledge of GIS concepts, theory and practices; extensive knowledge of computers and other related GIS automated tools, systems, software and applications; proven and comprehensive skill in the use/application of various manual cartographic techniques; solid familiarity with and proven experience in working with traditional map production processes; excellent evaluative skills and the ability to develop agency- and mission-specific applications and uses for GIS; extensive knowledge of and experience with aerial photography, surveying and mapping standards; good financial management and administrative skills; good analytical skills; ability to prepare comprehensive reports and to present information effectively in both oral and written form; ability to establish and maintain effective working relationships with co-workers, other County agencies, other localities, the public, and outside vendors and their representatives; ability to work independently with minimal instruction and direction; ability to express or translate complex technical information into non-technical, user-friendly terminology; ability to maintain accurate records; good organizational and planning skills; proven skills in the development and delivery of training; good public speaking skills; proven leadership and team-building skills.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in geography, earth sciences, information systems, engineering or a related field, with a concentration in GIS studies, and four (4) years of progressively responsible experience in cartography or geographic information systems work; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.