



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### COORDINATOR V, GIS

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs professional work planning and coordinating the County's GIS program; does related work as required. Work is performed under general supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning and coordinating GIS program services; formatting and producing display style maps and data; assisting system users and the public concerning mapping program; preparing maps; maintaining files and records.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Updates and maintains geographic information system data files;

Creates and updates other geographic files using GPS and other data sources; analyzes geographic and demographic data; creates maps from geographic and demographic data;

Obtains bids from multiple vendors on computer hardware and software; repairs and upgrades computers;

Produces data layers as needed by all departments; analyzes spatial data;

Trains geographic information system users; assists users as required.

Schedules work flow of geographic information system projects; works with department directors and supervisors on projects;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of automated mapping and information processing methods and techniques; considerable knowledge of the capabilities of automated mapping and geographic information processing systems; general knowledge of cartographic principles, automated mapping, GIS database design and structure; thorough knowledge of the operation, uses and capabilities of personal computers and peripheral equipment; thorough knowledge of personal computer software systems and their capabilities; general knowledge of GIS hardware and software components, data communication and network methods and techniques; general knowledge of land surveying techniques; ability to train employees in the operation of computer graphics hardware and software; knowledge and experience with RDBMS systems; knowledge and experience with the python programming language; ability to deal tactfully and courteously with the public; ability to interpret and explain laws, policies, and procedures; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public.

#### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, computer science, planning, engineering or related field and considerable experience with geographic information system design. Experience in supervising other GIS staff.