

Washington County  
Job Description

Job Title: Geographic Information Systems (GIS) Coordinator

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Exempt (Y/N): No

Department: Assessor

Date Prepared: November 2015

Supervisor: Chief Deputy of Real Estate

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Summary:

The main function of the GIS Coordinator is the management of the GIS/Mapping Department in the Assessor's office. The GIS Coordinator plans and coordinates GIS mapping activities and programs; designs, develops, implements and maintains a GIS through all aspects of the GIS life cycle from planning to web publishing; performs and works with staff in the generation of maps, reports, and files; oversees the maintenance and accuracy of GIS data layers that are used by other County Offices & Departments; training designated employees and organizing duties among staff in the use of GIS in the Assessor's office. This position is required to regularly consult with department heads, other county offices regarding GIS needs and requirements; serve as a liaison between the Assessor's office and other County offices, City Planning officials, Northwest Arkansas Regional Planning officials, educational institutions, and various state agencies. This position is responsible for maintaining accurate real estate records in excess of \$14.1 billion in appraised property value throughout the County.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Directs the operations of the GIS department in the Assessor's office.
2. Develop policies, procedures, and standards relating to GIS system maintenance, operations, and services.
3. Maintain the integrity of the GIS database.
4. Perform data input, data analysis, and map production.
5. Provide technical assistance to GIS users in support of project developments and utilization of GIS data.
6. Maintain GIS data to be accessible on the county website and report progress where GIS is concerned.
7. Attend and participate in staff meetings and related activities.
8. Attend regional GIS meetings and work proactively with City, County, and Regional Planning departments on GIS related issues. Coordinate with other County and City departments to share and incorporate other available data into current maps.

9. Attend workshops, conferences, training seminars and classes to increase professional knowledge.
10. Perform project management concerning GIS related tasks.
11. Have comprehensive knowledge of GIS, internal structure, maintenance procedures, customization of processes, understanding external interfaces, and knowledge of development trends in GIS mapping.
12. Must have the ability to read and interpret legal descriptions, maps, plats, and aerial photographs; analyze surveys and other GIS-related source information.
13. Know the principles and practices of cartography and automated mapping, map projections & coordinate systems, map projections & coordinate geometry.
14. Maintain modern office practices/procedures and equipment required to perform office functions in an efficient manner.
15. Develop digital mapping workflows for GIS Technicians to follow.
16. Develop and maintain standardized metadata to meet State & Federal requirements.
17. Utilize current data collection methods.
18. Troubleshoot and solve GIS and assessment problems.
19. Train new staff members regarding legal descriptions and mapping.
20. Supervise, assign, and coordinate GIS intern projects based on interns' schedules and abilities; determine which projects have higher priority, and ensure those are completed first.
21. Drive a county vehicle to training venues as well as off-site meetings.
22. Perform customer service in the real estate department and assist staff members with questions.
23. Perform all other required or assigned duties. This requires judgment to identify work that has not been assigned but must be completed, and the ability to self-start.
24. Serves as lead for special GIS projects and provides status updates as needed.
25. Develops policies, procedures, and standards relating to GIS systems maintenance, operations, and services.
26. Performs program and project management. Designs, develops, and maintains GIS production schedules, monitors project status to ensure timely completion of assignments and projects.

27. Develops and implements map services for internet and intranet applications (ArcGIS for Server and/or ArcReader).
28. Obtain user name and passwords to the County's FTP Site from the IT department to various entities requesting access.
29. Update the FTP Site with various GIS and other database information.
30. Coordinates training for assigned staff and for the County GIS users.
31. Assist IT with troubleshooting and problem solving online mapping system issues and ArcReader issues.
32. Serve as liaison between other County and State entities that utilize GIS technology.
33. Ability to establish and maintain working relationships and communications with project consultants, private contracts, City, County, and State employees, and the general public.

Qualification requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree in geographic information systems or geography; and two years of experience working with geographic information systems; and one-year supervisory experience is preferred. Other combinations of experience and education that meet the above requirements may be substituted.

Supervisory Responsibilities:

Will directly supervise three GIS Technicians and one Research Analyst. Will also mentor and advise other office employees in GIS issues. Will supervise the work being done University GIS interns and offer direction when needed. Will carry out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems. When needed, will follow Assessor's disciplinary policy and procedure – using FORM PIP Created 8/20/15

Language/Communication Skills:

Must possess excellent interpersonal skills in order to establish and maintain good working relationships with co-workers, other County employees, developers, realtors, surveyors, engineers, title companies, general public, and other officials.

Reasoning Ability:

Must have the ability to interpret and analyze technical and statistical information. Analytical ability skills are necessary in order to analyze data to make appropriate recommendations. Possess the ability to read and comprehend specifications, legal descriptions and boundary maps of real property, maps, and development plans and plats. The work performed requires judgment in the application of established guidelines to specific situations, with instruction or assistance from a supervisor on unusual cases.

Organization Skills:

Ability to work on several projects or issues simultaneously. Must be detail-oriented and be able to multitask effectively. Must be able to organize work and establish priorities.

Office Equipment & Computer Software:

Machine skills include computer and Internet, calculator, FAX machine, copy machine, and typing skills.

Computer programs and software utilized include: Computer Assisted Mass Appraisal software; ESRI's ArcGIS software; and Microsoft Office Products to include Word, PowerPoint, and Excel; Crystal Reports database query software; Deed Plotter mapping software; Adobe Reader; and overall basic computer knowledge.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle or feel objects. The employee frequently is required stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision and the need to view a computer screen for extended periods of time.

Employees must travel to different sites and locations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.