

Water Authority Position Description

GIS COORDINATOR

Status	Position Code	Level	Date
APPROVED	GISC	P27	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

DEVELOP AND MAINTAIN AND UPDATE GEOGRAPHIC DATA IN THE WATER AUTHORITY'S GEOGRAPHIC INFORMATION SYSTEM (GIS) INCLUDING DATABASE APPLICATIONS. PROVIDE GEOGRAPHIC ASSISTANCE AND INFORMATION TECHNICAL SUPPORT TO WATER AUTHORITY DIVISIONS, OUTSIDE AGENCIES AND THE PUBLIC.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN GEOGRAPHY, COMPUTER SCIENCE, GEOGRAPHIC INFORMATION SYSTEMS (GIS), ENGINEERING OR A RELATED FIELD, PLUS THREE (3) YEARS DRAFTING, DESIGN AND/OR CARTOGRAPHY EXPERIENCE TO INCLUDE ONE (1) YEAR SUPERVISORY OR TECHNICAL LEAD EXPERIENCE IN AN ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL DIRECTION FROM ASSIGNED HIGHER LEVEL MANAGEMENT OR SUPERVISORY STAFF.

EXERCISE DIRECT SUPERVISION OVER TECHNICAL AND SUPPORT STAFF.

ESSENTIAL FUNCTIONS

1. PLAN, PRIORITIZE, ASSIGN, SUPERVISE, REVIEW AND PARTICIPATE IN THE WORK OF STAFF RESPONSIBLE FOR DEVELOPING AND MAINTAINING THE WATER AUTHORITY GIS, MAPS AND RECORDS.
2. ESTABLISH SCHEDULES AND METHODS FOR PROVIDING GIS AND MAPPING SERVICES. IDENTIFY RESOURCE NEEDS. REVIEW NEEDS WITH APPROPRIATE MANAGEMENT STAFF. ALLOCATE RESOURCES ACCORDINGLY.
3. PARTICIPATE IN THE DEVELOPMENT OF POLICIES AND PROCEDURES. MONITOR WORK ACTIVITIES TO ENSURE COMPLIANCE WITH ESTABLISHED POLICIES AND PROCEDURES.
4. DEVELOP AND MAINTAIN STANDARD OPERATING PROCEDURES FOR GIS DATA EDITORS INCLUDING STANDARDS FOR SYMBOLS, CODE USE, LABELING, LAYERING AND OTHER FEATURES TO ASSURE CONSISTENCY BETWEEN LAYERS.
5. RECOMMEND AND ASSIST IN THE IMPLEMENTATION OF GOALS AND OBJECTIVES. IMPLEMENT APPROVED POLICIES AND PROCEDURES.
6. PERFORM THE MORE TECHNICAL AND COMPLEX TASKS OF THE WORK UNIT INCLUDING ENSURING CONFORMITY WITH ESTABLISHED STANDARDS OF QUALITY AND PERFORM EDITS OF DATA ENTERED BY LOWER LEVEL GIS STAFF.
7. DIRECT THE PREPARATION, COMPILATION, MAINTENANCE, UPDATING AND PUBLISHING FOR VARIOUS OFFICIAL INFRASTRUCTURE MAPS. MAY DEVELOP AND MAINTAIN ACCESS TO SYSTEMS FOR RECORD DRAWINGS, SURVEY RECORDS AND RELATED INFRASTRUCTURE INFORMATION TO INCLUDE DIGITAL RECORDS AND FILE MAINTENANCE.
8. COORDINATE WITH THE APPROPRIATE WATER AUTHORITY STAFF ON ALL ASPECTS OF COMPUTER MAPPING AND RECORDS MANAGEMENT OF INFRASTRUCTURE DATA INCLUDING ASSET MANAGEMENT.
9. COORDINATE MAPPING REQUESTS FROM PUBLIC AND GOVERNMENT AGENCIES. MAY DEVELOP MAPPING APPLICATIONS WITH ASSIGNED AREA FOR OPERATIONS AND ENGINEERING NEEDS.
10. COORDINATE THE RECEIPT OF RECORD DRAWINGS FROM THE CITY OF ALBUQUERQUE DEVELOPMENT REVIEW COMMITTEE COORDINATOR. COORDINATE ARCHIVING OF RECORD DRAWINGS AND ENSURE IMAGES ARE UPLOADED TO IMAGE REPOSITORY.
11. PARTICIPATE IN THE EMPLOYEE INTERVIEW/SELECTION PROCESS. TRAIN, MOTIVATE AND EVALUATE ASSIGNED STAFF. PROVIDE OR COORDINATE TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AS NEEDED.
12. COORDINATE THE PREPARATION AND ADMINISTRATION OF THE MAPS AND RECORDS BUDGET. SUBMIT BUDGET RECOMMENDATIONS AND MONITOR EXPENDITURES.
13. PREPARE VARIOUS ANALYTICAL AND STATISTICAL REPORTS ON OPERATIONS, SYSTEMS, ATTRIBUTES AND ACTIVITIES.

SUPPLEMENTAL FUNCTIONS

1. PERFORM FIELD RESEARCH TO VERIFY CORRECT SPATIAL LOCATION OF GIS FEATURES.
2. ATTEND AND PARTICIPATE IN PROFESSIONAL GROUP MEETINGS. STAY ABREAST OF NEW TRENDS AND INNOVATIONS IN THE FIELD OF COMPUTER-GRAPHICS PRODUCTION AND INFRASTRUCTURE MAPPING.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

OPERATIONS, SERVICES AND ACTIVITIES OF AN AUTOMATED MAPPING AND RECORDS MANAGEMENT PROGRAM
PRINCIPLES OF SUPERVISION, TRAINING AND PERFORMANCE EVALUATION
PRINCIPLES AND PRACTICES OF GIS SOFTWARE APPLICATIONS
SPECIALIZED MAPPING AND GRAPHICS TECHNIQUES INCLUDING COORDINATE SYSTEMS AND GEOGRAPHIC DATUMS
MODERN AND COMPLEX PRINCIPLES AND PRACTICES OF DATABASE DESIGN
PRINCIPLES OF COMPUTER MAPPING AND RECORDS MANAGEMENT
OPERATIONAL CHARACTERISTICS OF GEOGRAPHICAL INFORMATION SYSTEMS AND SOFTWARE TO INCLUDE: SQL AND OTHER QUERY LANGUAGES
PERTINENT FEDERAL, STATE, AND LOCAL LAWS, CODES AND REGULATIONS
WATER AUTHORITY PERSONNEL RULES AND REGULATIONS

PREFERRED SKILL/ABILITY

DIRECT THE MAINTENANCE, UPDATING AND PUBLISHING OF VARIOUS MAPS
SUPERVISE, ORGANIZE, AND REVIEW THE WORK OF SUPPORT STAFF
SELECT, SUPERVISE, TRAIN AND EVALUATE STAFF
COORDINATE, DEVELOP AND MAINTAIN AN AUTOMATED MAPPING AND RECORDS SYSTEM
DEVELOP AND IMPLEMENT NEW SYSTEMS AND INFRASTRUCTURE RECORD KEEPING
DIRECT THE USE OF GEOGRAPHIC INFORMATION SYSTEMS SOFTWARE AND HARDWARE
INTERPRET AND EXPLAIN WATER AUTHORITY POLICIES AND PROCEDURES
DEVELOP, INTERPRET AND EXPLAIN DIVISIONAL MAPPING POLICIES AND PROCEDURES
PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK INCLUDING OFFICIALS AND THE GENERAL PUBLIC

WORKING CONDITIONS

OFFICE ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS; SITTING FOR PROLONGED PERIODS; MODERATE OR LIGHT LIFTING; THE ABILITY TO DISTINGUISH COLOR
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES