



Job Code: 0054
FLSA: NE
Unit: PCEA
Revised: 5/1/91

GEOGRAPHIC INFORMATION SYSTEM COORDINATOR

DEFINITION

Under broad direction, develops, implements and operates a coordinated, citywide, geographic information system; personally performs both routine and complex tasks of both a technical and administrative nature necessary to develop and operate the system; as necessary, supervises assigned staff. Performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Information Services Manager. Exercises immediate supervision over GIS employees.

TYPICAL DUTIES

1. Assists in the identification of the geographic information needs of user departments; develops a single, coordinated citywide computerized geographic information system based upon the needs identified.
2. As required, supervises and personally performs tasks necessary to implement the system.
3. Either personally or through others, operates the information system and related computer equipment.
4. Directs the proper maintenance and operation of the system's computer hardware, software and peripherals equipment.
5. Periodically reviews the operation of the geographic information system; recommends changes to improve the system to meet the information needs of user departments.
6. Assists user departments in the periodic reassessment in their information needs.

CITY OF PLEASANTON

Geographic Information System Technician - Page 2

Revision: 3/11/93

7. Supervises assigned staff including assigning and evaluating work, ensuring city/department policies and procedures are complied with and, as necessary, makes recommendations on a variety of personnel matters.
8. Trains staff of user departments in understanding concepts and practical uses of geographic information systems.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and concepts of computerized mapping systems.
2. Computer operating systems and database structures.
3. Mapping contemporary computerized systems.
4. Basic principles of cartography.

Ability to:

1. Assist laypersons identify and describe information system needs and understand how a system can be used beneficially.
2. Understand the conceptual needs for geographic information of user departments and to translate those needs into a functioning computerized system.
3. Supervise effectively assigned subordinate personnel.
4. Perform either personally or through others, tasks required to develop and operate a computerized geographic information system.
5. Perform tasks with minimal direction.
6. Develop and maintain a database structure capable of meeting multiple tasks with minimal redundancy.
7. Evaluate information system design and operation and make workable recommendation to improve the system.
8. Work effectively with groups of users.

Education/Experience:

Any combination of education and experience equal to four (4) years of experience in geographic information systems. (jd0054)

