



37.5 hrs	GIS Coordinator	Job Description	
Direct Report	Network Administrator	Grade	H \$62,130 - \$77,251
Department	Administrative Services	FLSA	Non-Exempt
Division	Technology	Bargaining Unit	Non- Union
Date	November 2014	Location	Town Hall

Summary

Under the general direction of the Network Administrator, the GIS Coordinator develops and maintains a geographic information system to support the missions of the Town. Supports staff, committees and the public by providing up-to-date geographic data by performing spatial analysis and by providing maps, GIS viewers and applications.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Acquires new GIS data, maintains and improves existing data layers, e.g. parcels, zoning, addresses.
2. Provides thematic maps for staff, board, committees and the public.
3. Performs spatial analysis for staff, boards and committees.
4. Recommends GIS hardware and software; installs and maintains GIS software, conducts needs analysis and plans future GIS growth.
5. Trains internal GIS users including those with full GIS licenses and those with embedded GIS viewers.
6. Manages the GIS hardware, software implementations, and databases to ensure that they are used to their optimal capacity, properly maintained, updated and expanded as needed, and able to meet user needs.
7. Provides IT support on issues related to GIS, tablets, Town website and GIS related software.
8. Provides online GIS viewers and focused mapping applications to the staff and the public.
9. Supports public safety by maintaining related GIS layers, by performing crime analysis and by creating incident planning and event maps.
10. Develops GIS standards and procedures including documentation, data sharing agreements and data sales policies. Educates staff and the public on data accuracy and appropriate use.
11. Performs GPS data collection. Develops field data collection tools for staff.
12. Recommends and manages contractors who provide data or GIS services. Performs quality control checks.
13. Works with the Engineering Division ensuring a smooth transfer between GIS and CAD.
14. Develops and manages GIS budget.
15. Departmental application development; working in conjunction with other Technology staff, responsible for GIS related project planning and implementation including capital budgeting and pursuit of grants, database development, import export facilitator, system administration.
16. Makes presentations to Technology staff and other Town departments, boards, and commissions as needed.
17. Attends regional GIS meetings as Town's representative as requested.

Peripheral Duties

None.



GIS Coordinator, Cont.

Supervisory Responsibility

None.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Resource Management
Technical Knowledge	Supervision/Management Excellence	Quality Control
Discernment/Judgment	Problem Solving	Planning & Organizing

Work Environment

Work is mostly performed in an office environment. The noise level is usually quiet, but may be moderately noisy when printers are being used. The work environment is usually well lit. The atmosphere in the work environment is manually adjusted for climate control.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input and the operation of equipment. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with arms and hands. The incumbent may occasionally perform field work in the form of field checking or data collection. The incumbent is occasionally required to walk, stoop, crawl, and climb. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings may be required.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in a GIS-related field (Geography, Land Management, Computer Science, Planning, etc.); and

Three to five years of experience in project management of a multi-user GIS, This is a full time position with typical 37.5 hours per week. Some fluctuation may occur to cover Town Hall operating hours of 7:30 AM to 5:30 PM Monday, Wednesday, Thursday, and 7:30AM to 7:00 PM Tuesday. Town Hall is closed on Fridays. Occasional off hour meetings may be required.

2. and thorough knowledge of GIS and CAD software; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements



GIS Coordinator, Cont.

1. Possess current Massachusetts Driver's License

Additional Knowledge, Skills and Abilities

1. Ability to communicate effectively, orally and in writing;
2. Ability to establish effective working relationships with employees, vendors, contractors, other governmental agency representatives, Town officials, and the general public;
3. Skill in the operation of computers and assigned software, including Microsoft Office, ArcMap, ArcPad, ArcGIS Server, ArcGIS Online, Trimble Positions, SQL Server Management Studio, Microsoft Report Builder and Drupal;
4. Skill in the operation of all required tools and equipment, including PC, tablet, smartphone, GPS receiver, printer, large-form plotter;
5. Knowledge of budgeting and related financial management practices;
6. Ability to maintain confidential information;
7. Ability to exercise independent judgment;
8. Excellent interpersonal relations skills;
9. Experience with coding or scripting languages, e.g. Python;
10. Skilled in relational database management system (RDBMS);
11. Experience in conducting user needs analysis and project design;
12. Experience in GIS database development;
13. Experience in GIS application development;
14. Experience with AutoCAD and CadOverlay;
15. Experience with Municipal GIS.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____