CUPERTINO

Geographic Information Systems Coordinator

Definition

The Geographic Information Systems (GIS) Coordinator plans, organizes, implements and administers a comprehensive GIS program and oversees the GIS Master Plan. Perform related work as required.

Class Characteristics

This is the full journey level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are knowledgeable of the operating procedures and policies within the work unit.

Supervision Received and Exercised

Receives general supervision from supervisory staff and may receive technical and functional supervision from professional and technical staff.

Typical Job Functions
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

GIS needs assessment; systems analysis; project planning and development; hardware/software procurement; system implementation and testing; technical support and training; contract administration; assisting with budget planning and administration; liaison for data sharing between the County of Santa Clara and the City; and coordinating the work of project teams and consultants; perform related duties as assigned.

Qualifications

Knowledge of:

Principles, practices and techniques of GIS program management, including, needs assessment, application design, system analysis, database management, and hardware and software options for geographic applications; ESRI ArcGIS 9; AutoDesk MapGuide Author and Server 6.5; SQL Server 2000 Enterprise Manager and Query Analyzer; principles and practices of program development, coordination and implementation, procurement, and budgeting.

Ability to:

Communicate clearly orally and in writing; prepare clear, concise and complete reports and other written material; assess GIS user department needs; plan and execute the goals and objectives of the GIS Master Plan document; provide GIS technical support and user training; represent the City effectively in meetings with other businesses and government agencies; on a continuous basis, sit while working at a computer, bend, squat, climb, walk, stand, kneel, and twist while performing work, perform simple and power grasping, pushing, pulling, and fine manipulation, use telephone, write and use a keyboard, lift or carry weight of 25 pounds or less.

Education and Experience

Bachelor's degree in computer sciences, information systems management, business administration, environmental studies, geography or a related field. Additional qualifying experience may be substituted on a year for year basis for the required education.

Two years of directly related experience in geographic information system coordination, information technology, or information system or network management, including some experience in project management.

Licenses and Certifications

Possession of, or ability to obtain, a valid California driver's license.

FLSA: Non-exempt
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