

CITY OF HELENA



Position Title: GIS Coordinator

Department: Transportation Services

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This is a position involving coordinating, planning, organizing, and directing GIS activities and initiatives within the Transportation and Public Works Departments.

Essential Duties:

The GIS Coordinator role is responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS within the context of programs and policy directives. As well, the GIS Coordinator is responsible for coordinating GIS activities, managing GIS vendor contracts, planning and organizing system development, and other GIS and technical management activities. Applicants for this position must demonstrate sound skills in administrative and technical management, budget responsibility, and technical writing. In addition, applicants must have excellent communication skills and the ability and interest to work directly with individuals and groups, and find innovative and efficient solutions to administrative and technical problems. Work is performed independently within established policies, procedures, and guidelines of the City of Helena.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Thorough knowledge of automated mapping and spatial information processing methods and techniques.
- Thorough knowledge of the capabilities of automated mapping and geographic information processing systems.
- Knowledge of program budgeting and contract management.
- Ability to translate technical concepts and terminology in terms understandable to elected officials and other department heads.
- Ability to make decisions based on factual data, and to evaluate progress or success of computerized projects and systems.

Skill or ability to:

- Conducts daily maintenance of GIS database, including but not limited to, editing, querying, searching.
- Prints maps from GIS software programs as needed.
- Manages resources of GIS and confers and coordinates with user organizations and GIS personnel to determine user needs.
- Oversees and provides technical guidance regarding activity associated with implementation, operation, and enhancement of the GIS program.
- Coordinates and monitors contracts with GIS hardware, software, data conversion, and other providers of GIS products and services.
- Establishes procedures to eliminate redundant processes, determine appropriate levels of accuracy, the vertical integration of layers and the integration of more accurate data with existing databases.
- Analyzes proposed and existing GIS applications and databases to determine equipment requirements, disk storage needs, physical location and structure of databases and applications, and develop recommendations regarding equipment data capacity and availability requirements.
- Provides oversight on activities associated with implementing, operating, and enhancing the GIS databases.
- Conducts research and development of new GIS related products and procedures.
- Supervise the use, care and operation of GIS equipment.

- Plans for in-house and contracted training programs on GIS operations and applications.
- Coordinates with groups involved in GIS data sharing.
- Perform related duties as required.

Physical Demands:

Ability to sit, stand, walk, twist, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

The GIS Coordinator must have any combination of education and experience equivalent to graduation from an accredited four-year college or university with major course work in geography, computer science, planning, engineering, or related fields, and thorough experience with geographic information system design, implementation, and management, including considerable experience in both administrative and project supervision. Work experience in local government and familiarity with mapping and geo-processing operations of local governments are desired.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Supervision Received:

Transportation Systems/Public Works Directors

Supervision Exercised:

GIS Analysts

<p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p>
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