

Sacramento Suburban Water District Classification Specification

Job Class: GIS Coordinator

FLSA Status: Non Exempt

Effective Date: January 30, 2020

Definition

Plans, organizes, directs, supervises, develops, analyzes, tests, implements and maintains the District's Geographical Information System (GIS), Computer Aided Drafting (CAD) system, and related mapping systems and databases; designs and maintains the District's Intranet website; assists in maintaining, and acts as a technical resource for, the District's Content Management System (CMS) website.

Distinguishing Characteristics

This is the supervisor level responsible for planning, assigning and evaluating the work of subordinates and are responsible for a program area within a work unit or department. Assignments and potential emergency actions require incumbents to use independent judgment, initiative, and perform essential activities within established operational parameters.

Supervision Responsibilities

Responsibilities include direct supervision of technical staff.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Recommends and assists in the implementation of GIS goals and objectives and assists in establishing schedules and methods related to the use of AutoCAD and GIS Standards.
- Plans, prioritizes, assigns, supervises, and reviews the work of staff involved in the performance of technical duties related to supporting the District's GIS system and mapping functions.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares reports on operations and activities.
- Oversees the GIS division's budget which includes budget preparation and administration; prepares cost estimates; submits justifications for new staff, equipment, and supplies; and monitors and controls expenditures.
- Participates in the selection of staff; and provides or coordinates staff training in the uses and operations of GIS applications.
- Oversees District Enterprise GIS including maintaining updated water facilities; oversees and performs quality control on data download processes; and manipulates data from

outside sources for use in the GIS and troubleshoots and resolves issues to maintain an accurate GIS database.

- Performs the most complex mapping and data requests utilizing AutoCAD, ArcGIS Pro, and other required spatial and/or GIS tools; and performs scripting and/or programming using HTML5, CSS, ASP.NET, C#, JavaScript, JQuery, and Python.
- Oversees development and maintenance of the District's Intranet website and preparation of various GIS maps and drawings and graphic design and printing services.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.
- Builds and maintains positive working relationships with coworkers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Basic mapping and civil engineering (reading and interpreting records drawings/plans).
- GIS system concepts and analytical techniques, including computer mapping and digital data conversion, manipulation and analysis.
- Basic operating principles, parameters, methods, practices and limitations of computer platforms and networks.
- Principles and practices of systems analysis and design applicable to GIS programs.
- Application development methods, tools and utilities applicable to the GIS system.
- Object-oriented programming languages (e.g., Java scripting, Python).
- CAD principles, techniques and equipment, including AutoCAD Map 3D.
- The terminology, methods, practices and techniques of civil engineering, surveying and drafting.
- English usage, spelling, grammar and punctuation.
- GIS and other engineering software and related software, including ArcGIS Pro and Python scripting for ArcGIS Pro.
- Access database and other database applications.
- Algebra, geometry and trigonometry as used in the preparation and maintenance of engineering drawings and maps.
- Modern office methods, procedures, and equipment including common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint).
- and Crystal Reports.
- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of budget monitoring.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Organize, implement and direct staff assigned to support the District's GIS system and perform mapping functions.
- Collect, interpret, and integrate geographic and facilities data from multiple sources.
- Perform engineering drafting work.

- Read, interpret and analyze record maps, construction drawings, graphs, satellite and aerial images and geographic conditions; perform spatial analysis and other related data used for mapping and design.
- Understand, use and apply relational database management systems, tools, and techniques.
- Independently perform responsible GIS assignments with initiative and creativity.
- Prepare accurate GIS cartographic products and other outputs.
- Make neat, accurate drawings and basic arithmetical calculations accurately.
- Understand and follow oral and written instructions.
- Interpret legal descriptions, deeds, maps and design drawings.
- Make area computations and related angular calculations.
- Keep accurate records.
- Operate a computer for word processing, database, and department specific software.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train, and evaluate staff.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

Three (3) years of experience in GIS design, operations, and automated mapping systems.

Education:

Associate's Degree (or the equivalent of 60 semester units) from an accredited college or university with a significant amount of coursework in one or more of the following areas: GIS, Cartography, Geography, Information Systems, Civil Engineering, AutoCAD, or closely related field. OR, Two (2) years of qualifying experience in addition to the Experience required identified above.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.


- Travels occasionally by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.

- Regularly uses a telephone and email for communication.
- Regularly uses office equipment such as computers, copiers, postage and fax machines.
- Sits or stands for extended time periods.
- Ability to carry, reach and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Hearing and vision within normal ranges with or without correction.
- Occasionally may be required to change working hours or work overtime.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 1/30/20

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date