

Posting dates: 11/9/2021
Interview dates: Between November 30 and December 3 2021
Decision: **12/8/2021**

JOB POSTING

POSITION DESCRIPTION CITY OF GREENSBURG, INDIANA

POSITION:	GIS Coordinator-Appointed by Mayor
DEPARTMENT:	Engineering
WORK SCHEDULE:	7am-4m M-F
STATUS:	Full Time-Exempt
WAGE:	Salary range \$45,000.00 - \$70,000.00
START DATE:	January 1, 2022

The City of Greensburg is seeking a full-time GIS Coordinator.

Jobs include but are not limited to: Supervising GIS Department personnel, including training, assigning map projects, resolving problems and discrepancies, reviewing, and revising completed maps, and providing corrective instruction as needed.

Administers and coordinates GIS mapping operations, including determining project priorities, working with other City Departments to coordinate mapping efforts, and reviewing/developing Department mapping procedures and quality standards.

This position is appointed by the Mayor.

Full job description and application is available online at:

<https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

Please submit your completed application by 8 a.m. on November 22, 2021 to Julie Nobbe, Personnel Administrator jnobb@greensburg.in.gov .

Questions can be directed to the Julie Nobbe in the Clerk's office at 812.663.3344. Thank you in advance for your interest in this position.

Sincerely,
Mayor Joshua Marsh

The City of Greensburg is an Equal Employment Opportunity Employer (EEOE)

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: GIS Coordinator
DEPARTMENT: Engineering
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
Serves on 24-hour call for emergencies.
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: May 2004 **STATUS:** Full-time
DATE REVISED: October 2021 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as GIS Coordinator, responsible for providing professional support services to City departments and outside agencies on the City's GIS system.

DUTIES:

Supervises GIS Department personnel, including training, assigning map projects, resolving problems and discrepancies, reviewing and revising completed maps, and providing corrective instruction as needed.

Administers and coordinates GIS mapping operations, including determining project priorities, working with other City Departments to coordinate mapping efforts, and reviewing/developing Department mapping procedures and quality standards.

Serves as the City liaison to the U.S. Census Bureau.

Consults with users analyzing and determining user information needs and evaluating available application packages.

Studies existing systems evaluating and recommending alternative data processing approaches to users and determining cost estimates associated with applications.

Assures proper maintenance and updating of Department files, records, and database. Ensure integrity and accuracy of all data stored on the system.

Prepares special use maps for City Departments, as requested; maintains voter precinct maps

Engineering/GIS Coord

for City Council, including updating maps for boundary changes, revising precinct descriptions, and converting maps to digital format. Maintain Electronic Maps for the City Website and Maintain the Total Integrity of the Official Zone Map.

Oversees and directs the creation and maintenance of GIS map data and associated attributes for use within the City's GIS and related scripts, processes and procedures. Applies federal standards for metadata creation.

Responsible for quality control and quality assurance of internal and external data updates.

Troubleshoots GIS software problems for users and resolves issues escalated from other GIS staff.

Responsible for integration of the GIS or GIS data with other City enterprise or critical information technology systems including emergency services and asset management.

Acts as the City's representative to external organizations, including other local government agencies regarding GIS in general and to coordinating the sharing of data, knowledge, and resources.

Maintains a working relationship with Decatur County staff and their GIS consultants to keep abreast of developments with the County's GIS system and to coordinate on issues related to data sharing.

Coordinates with the other ITS groups on hardware, software, and network maintenance and expansion as it relates to the City's GIS.

Keeps abreast of and advises City on trends, technology developments, and successful applications in the GIS industry.

Provides guidance and technical advice to users regarding systems criteria and specifications. Trains City staff on GIS technology and software applications.

Coordinates individual departments' request for GIS service.

Tests and modifies systems segments, assists in evaluation and determination of adequacy of system in meeting customer and IT requirements.

Supervises and participates in development of file and database structures and data collection methods, including designing forms, reports, processing methods and system control procedures. Gathers GIS data, including parcel address and zoning changes and builds GIS data sets.

Directs or participates as active member in project work involving application of basic systems criteria and specification, installation and testing of computerized applications. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly providing quality and streamline customer

service.

Makes periodic executive-level reports to the Mayor and Board of Public Works and Safety concerning the status of the City's GIS System and GIS goals and objectives. Makes recommendations on needed remedial actions and related system improvements.

Performs additional planning, technical support and other related duties as assigned. Periodically attends training seminars as required.

Incumbent is responsible for supervising the GIS Technician and any other GIS positions, including assigning tasks and projects, reviewing completed work for accuracy, methodology, and usefulness for the intended purpose and completing annual performance evaluations.

Prepares annual report of GIS Department operations and assists City Engineer with developing annual budget.

I. SKILLS AND KNOWLEDGES:

Baccalaureate degree in computer science or related field. Two (2) or more years experience in GIS programming and design and SQL databases preferred.

Knowledge of GIS and Computer Aided Drafting/Design software, including Arc Info, Arc View, AutoCAD, relational databases, digitizing and data manipulation procedures, and computer system design and programming techniques.

Thorough knowledge of Department computer systems and related programs, with ability to train and assist City personnel, resolve problems, and assure accurate preparation of maps and drawings accordingly.

Thorough knowledge of drafting, geometry, trigonometry, and related practices, procedures, and equipment, with ability to accurately review and process records, identify and resolve mapping discrepancies, and prepare maps and drawings accordingly.

Thorough knowledge of and ability to make practical application of principles, practices and technology of GIS implementation and maintenance, including, but not limited to, object-oriented and linear programming, computer operation, hardware maintenance, and software support.

Working knowledge of functions of all City departments and ability to address related GIS application specialties.

Ability to read, interpret, and analyze legal descriptions, resolving any conflicts to produce accurate graphic representations.

Ability to read and use zoning, quarter-section, plat, land use, single line, and aerial maps, blueprints, and engineering designs.

Ability to effectively communicate orally and in writing with co-workers and other City departments, governmental agencies, vendors, consultants and the public, including being compliant with professional ethics and adherent to the provisions of the Americans with Disabilities act and Title VI of the Civil rights Act of 1964 as amended.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records in accordance with the provisions of City ordinances and State and Federal Statutes.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and of substantial intricacy requiring consideration of complex variables and the impact of decisions on present and future GIS operations. Incumbent performs duties according to general City objectives and standards of the profession, exercising independent judgment in adapting precedents and methods to fit complex situations.

III. RESPONSIBILITY:

Incumbent makes a substantial contribution to the effectiveness of the City's computerized systems and operations by designing and implementing a variety of special purpose computer programs and systems and instructing computer users on effective system utilization.

Frequently, decisions are made which are restricted only by organization wide policies. Incumbent's work is primarily reviewed for technical accuracy and soundness of judgment.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers and other City departments,

Engineering/GIS Coord

governmental agencies, vendors, consultants and the public for the purposes of exchanging information and ideas, explaining/interpreting policies and procedures, and teaching subject matter through explanation.

Incumbent reports directly to the Mayor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent generally performs duties in a standard office environment involving sitting for long periods, sitting and walking at will, walking/standing for long periods, pushing/pulling/lifting/carrying objects weighing 25 to 50 pounds, crouching/kneeling, bending, reaching, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. The incumbent will also safely perform duties in the field, including construction sites. Such field work could include opening manhole lids, safely entering manholes or other confined spaces for purposes of data collection or confirmation.

Incumbent performs duties in a vehicle and outdoors involving exposure to traffic, noise, grease, dirt, dust, vehicle fumes, chemicals, extreme temperatures and inclement weather. Incumbent occasionally works in confined areas, such as manholes, while at all times employing safety precautions to avoid injury to self and/or others.

Incumbent is occasionally required to work extended, evening and/or weekend hours, and occasionally travel out of town for training.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of GIS Coordinator describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name

