



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Geographic Information System (GIS) Coordinator  
Department: Information Systems  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: September 1, 1994  
Last Revised: June 28, 2019  
Pay Grade: A21  
Union: AFSCME

#### SUMMARY

A Geographic Information System (GIS) Coordinator performs a variety of technical duties necessary for the implementation and operation of a County-wide Geographic Information System (GIS). A GIS Coordinator analyzes, designs, programs, documents, and implements GIS programs for County departments and other agencies with digital, statistical, and physical data; provides GIS technical assistance; and does related work as required. Work is performed under the general direction of the Director of Technology who reviews work primarily on the accomplishment of established annual goals and on the compliance to state laws. Supervision of other employees is not a responsibility of this position; however, incumbent may provide technical oversight, support and training to other personnel as assigned.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Coordinates with County departments and other agencies in the design, development, and implementation of the GIS to meet various needs and functions.
2. Assist in the formulation of policies and procedures for the integration of GIS services with County departments and other agencies.
3. Develops and maintains a network of contacts for technical support and funding sources.
4. Participates in forums and discussions with various GIS committees/teams in advancing recommendations concerning computer software and hardware acquisitions.
5. May assist in GIS computer hardware and software installation.
6. Coordinates and works with various GIS committees/teams and County departments to determine GIS development and implementation.
7. Prepares GIS application specifications; assists in the identification and resolution of user requirements; develops and documents data sources, data base design, data flow diagrams, and data transfer formats; develops project costs, scheduling, and planning; and prepares budget proposals at the direction of management.

8. Trains and assists by providing technical support to GIS users in defining needs and developing/producing system products.
9. Develops GIS methodology, analyzes user needs, designs computer applications, and produces special data products to meet those needs.
10. Works with user departments in determining specifications for GIS layers linking maps and tabular data and provides technical support, as necessary.
11. Reviews requests for mapping products and determines GIS applications to meet these requests. Acts as a liaison between different departments and/or outside agencies in developing system applications.
12. Assists management in overseeing contracts, agreements and licenses with outside vendors and agencies.

#### SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. May provide technical oversight, support, and training to other personnel as assigned.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires thorough knowledge of principles, theories, and methods of GIS, particularly as they pertain to GIS software; principles and practices of cartography, coordinate geometry and spatial data analysis; database management concepts and structures; current developments, trends, and technologies in the GIS field; the structure, system, and functions of local government; and basic knowledge of survey principles and practices. Must be able to comprehend and manage complex land-based data systems involving interdepartmental interaction; make decisions independently with little or no direct supervision in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities. Requires the ability to establish and maintain effective working relationships and act as a liaison with user committee/team members, County departments and other agencies; provide technical support and direction to subordinate staff; and communicate effectively both orally and in writing.

#### EDUCATION AND EXPERIENCE

Bachelor's degree with major course work in geography, cartography, land surveying, engineering, or closely related field; and one (1) year experience coordinating, developing, and operating land-based mapping applications for GIS software, preferably ESRI; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

#### JOB IMPACT

Consequences of error could include loss of funding as a result of not meeting deadlines or improper use of funds; breakdown in relationships or lack of respect for the GIS program by other departments and/or agencies if services and networking are not maintained; and legal ramifications if data is supplied to improper parties.

#### TYPICAL PROBLEMS ENCOUNTERED

The problems encountered generally revolve around learning new programs; making the existing data useful for a GIS, including data conversion and registration problems; understanding what final product is needed and providing it; determining accurate project completion dates; and the possible loss of data through the improper use of computer software.

#### JOB CONTACTS

Contacts are with other departmental employees, other County departments and outside agencies as well as the public.

#### LANGUAGE SKILLS

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of specialists, managers, clients, customers, and the public. Ability to read, analyze, and interpret common technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Develops plans, policies, specifications, and programs. Functions independently as an expert in matters of specialized codes, rules, policy, analysis, advanced budgetary accounting systems, or complex scientific or technical systems.

### OTHER SKILLS AND ABILITIES

The operation and use of various computers, computer aided devices and software such as graphic workstations, digitizers, GPS devices and GIS software.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid Oregon Drivers' license, safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is performed in an office environment. The position is impacted by urgent time deadlines and pressure relating to grant applications and budget processes; the need to make quick decisions or judgments under pressure; need for extreme accuracy or precision and attention to fine detail to allow for short term and long term planning; need to constantly shift attention before tasks are completed as this position is responsible for a wide variety and number of projects at any one time as well as providing direction and technical support to subordinate staff; and requires travel to attend meetings and training seminars.

### PHYSICAL REQUIREMENTS

The physical requirements outlined 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 functions.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 40lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Yes			
<input type="checkbox"/>	Other Spec. Hearing Req	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>