JOB DESCRIPTION

CITY OF LEBANON

ORGANIZATION: City of Lebanon
DEPARTMENT: Information Technology

LOCATION: Lebanon, OR
DATE: April 2015

JOB TITLE: IT/GIS Systems Coordinator

JOB STATUS: Non-exempt

PURPOSE OF POSITION: Performs various project management and coordination duties related to information technology improvements, including leading other technical staff. Provides technical direction and support to other City departments and agencies. Performs complex professional duties and develops policy in support of City GIS databases and geographic information systems; imports, integrates, extracts, and analyzes data for a variety of decision support purposes; develops trend analysis and forecasting models; designs, develops, and maintains data layers and data sets. Also, performs general administrative duties within the department.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Serves as the departmental business analyst/project leader for GIS & IT projects.

2. Implements project management where appropriate.

3. Develops, organizes, implements, coordinates, and maintains internal technical standards for GIS & IT.

4. Conducts inspections to recommend acceptance of completed projects or directs department technician to comply with standards to complete projects successfully.

5. Manages project timelines and reports status of tasks to supervisors to ensure task completion within established timeframes.

6. Assists in preparing requests for proposals, bids, and service agreements for GIS & IT departments.

7. Assists in tracking department costs and budget.

8. Operates, maintains, troubleshoots, and supports or oversees support of specialized GIS equipment such as large format printers and scanners.

9. Guides policy regarding GIS matters.

10. Oversees GIS applications development, RFP and contract development, and hardware and software acquisition.

11. Operates and maintains GIS systems, including developing and/or modifying applications software and/or related sub-system applications software.

12. Identifies, analyzes, and defines changes to IT & GIS systems that will maximize efficiencies for better services to users.

13. Coordinates GIS activities with the other facets of the City.

14. Writes meeting agendas and technical reports detailing the activities of the GIS group.

15. Serves as the organization's point of contact on GIS matters.

16. Manages relationships with collaborating and/or related outside GIS organizations and attends meetings of both local and national user groups.

17. Develops, maintains and updates databases.

18. Identifies, analyzes and solves system problems.

19. Provides or coordinate technical expertise, user training, and support to users.

20. Protects the confidentiality of information.

21. Follows all safety rules and procedures for work areas and adhere to all safety guidelines in the City Safety Manual.

22. Develops and sustains positive, cooperative, team-oriented working relationships with supervisor, co-workers, and City staff.

23. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.

24. Maintains work areas in a clean and orderly manner.

25. Maintains regular job attendance and adherence to working hours.

26. Operates a motor vehicle safely and legally.

27. Miscellaneous other duties as directed by the IT Director.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. A Bachelor's degree from an accredited college or university with a major in geographic information systems, computer science, project management, information management, geography, environmental science, or a related field that required equivalent coursework in geographic information systems, computer science, or project management.

2. At least five years of experience in the use and operations of geographic information systems, including at least three years of experience performing GIS data analysis, database management and/or GIS web application development projects and assignments.

3. At least three years of experience in overseeing or managing projects.

4. At least two years of experience in IT technical work.

Licenses & Certificates:
1. Possess and maintain a valid Oregon operator's driver's license with acceptable driving record within 30 days of hire.
2. Possess and maintain CJIS security clearance.

DESIRABLE QUALIFICATIONS:

1. Experience in GIS Project Management and Coordination with dispatch centers and\or municipalities.
2. IT Certification in Networking, Server, or Cloud systems.
3. Professional GIS certification.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:
1. Advanced knowledge of GIS terms, standards, and use in a municipality and dispatch center environment.
2. City government and IT Department policies and procedures.
3. Government budget policies and procedures.
4. Broad knowledge of IT systems, networking, and cloud services.
5. Windows Active Directory and Group Policy.

Skills:
1. Project management and organization skills.
2. Develop and implement recommendations regarding work procedures and cost effective services.
3. Provide outstanding customer satisfaction (internally and externally).
4. Use of Microsoft Office and the many software applications used by end users and for management of IT services.

Ability to:
1. Produce timely, understandable, and accurate reports.
2. Communicate in oral, written, and electronic formats, in a clear and concise manner.
3. Represent the City positively and effectively in meetings.
4. Establish and maintain effective working relationships with those contacted in the course of work.
5. Coordinate between diverse teams to accomplish a project or goal.
6. Plan, coordinate, and direct projects of a technical nature to achieve established goals and maximize efficiency.
7. Provide superior customer service skills and the ability to relate to team members, end users, customers, and vendors.
8. Interpret, understand, and apply technical reports, codes, statutes, rules, and regulations.
9. Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.
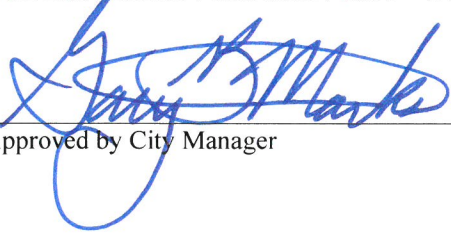10. Following and supporting directives from management.

PHYSICAL DEMANDS OF POSITION:

1. Position requires mobility, often requiring the employee to sit, stand, walk, climb, stoop, kneel, reach, and manipulate objects, tools or controls.

2. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds.

3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions, with occasional outdoor work in the GPS data collection, surveying and inspection of various project sites. The noise level in the work area is
typical of most office environments with telephones, personal interruptions, and background noise.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position but occasionally will provide lead direction to 1 FTE and multiple volunteers.

SUPERVISION RECEIVED: Works under the direction of the IT Director.

_____ 4/21/2015
Approved by City Manager   Date