

## **POSITION DESCRIPTION**

Title: GIS Coordinator

Department: Highway Department – Geospatial Operations

Job Analysis: May 2018, September 2018, September 2021, July 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: Geospatial Operations Manager, Assistant County Engineer

Subordinate Staff: None

Internal Contacts: BCHD Section Heads, Staff and other County Employees

External Contacts: General Public, Alabama Department of Transportation; Municipalities, etc...

Status: Classified/Exempt (S313)

### **Job Summary**

Assist Highway Department and other departmental staff with various GIS duties including but not limited to making maps, maintaining, creating, and editing numerous, advanced ArcGIS Enterprise geodatabases which contribute to the operation of the Highway Department. Update/maintain spatial and tabular data associated with road centerlines, projects, and right of way features on a daily basis. Manage linked MUNIS (asset management) and GIS data within the ESRI Enterprise environment. Conduct extensive training with staff members and answer GIS questions as needed. Assist and perform QA/QC on data collected by BCHD employees as BCHD infrastructure is collected. Perform geospatial field data collection related to GIS or surveying projects as needed.

### **Job Domains**

1. Utilize ArcGIS Pro, Python, ArcCatalog, ArcGIS Portal, Web Experience Builder, Field Maps, and other Microsoft Office software to maintain and analyze the department's GIS data.
2. Create, manage, and edit ArcGIS Portal feature services, map services, web maps and custom web applications to support field, office and administrative staff.
3. Assist all sections in preparing GIS maps and layers for use in the field as well as for presentations to the Baldwin County Commission and the general public.
4. Professional contact with outside engineering consulting firms and the general public.

5. Assist the Operations Manager in reviewing all annexations to see the impact on county-maintained roads.
6. Leadership and vision for various aspects of GIS under the Geospatial Department. Must have a thorough knowledge base to provide advanced solutions for a wide range of datasets.

### **Knowledge, Skills, and Abilities**

1. Verbal skills to communicate effectively with office staff and general public.
2. Reading skills to read and understand written instructions, manuals, and correspondence.
3. Listening skills to understand verbal communications with co-workers and the public.
4. Ability to operate office machines such as a calculator, computer terminal, plotter, and copy machine.

### **Physical Requirements**

1. Understand and respond accordingly to verbal communications or oral instructions, carry on a conversation with the public and other staff, with or without accommodation.
2. See well enough to read fine print and numbers accurately on a computer monitor or on a printed document without transposition and operate a motor vehicle.
3. Strength and sufficient body movement to conduct fieldwork, lift objects, use hand tools; and operate a motor vehicle.
4. Ability to work outdoors in hot or cold weather while navigating uneven terrain.
5. Ability to lift up to 100 lbs. (such as manhole covers, etc.).
6. Ability to bend, stoop, crawl, climb hills or ditches, and stand for long periods of time.

### **Other Characteristics**

1. Willing to travel to training sessions, meetings, and seminars on public works.
2. Willing to work overtime and non-standard hours to meet deadlines as required.
3. Must be highly motivated and organized.

### **Minimum Qualifications**

1. Minimum of Bachelor's degree in Geographic Information Systems or related field and three (3) years' experience or equivalent combination of education and experience.
2. MUNIS, Microsoft Office applications, and Power Point experience a plus.
3. Have a valid driver's license and be insurable by the County's insurance standards.