TITLE: GIS Coordinator
STATUS: Non-Union/FLSA Exempt
GRADE: 16

JOB SUMMARY:
Responsible for the end to end design, development, implementation, maintenance, and enhancement of the District's Enterprise Geographic Information Systems (GIS), including related applications. Design, enhance and maintain the value and reliability of complex spatial data, system integrations, and applications. Responsible for accurately entering new data into the GIS from engineering as-builts and record drawings and assuring accuracy of existing asset data. While primarily serving as the technical expert for Enterprise GIS, may apply expertise to other systems as needed to ensure resiliency and service delivery across the enterprise.

Utilizes professional knowledge, expertise, guidelines, policies/procedures, and creative problem-solving skills to develop recommendations to management regarding complex issues and policies. Uses independent judgment and discretion and selects appropriate methods to solve problems, fulfill assignments, complete projects and balance competing priorities. Coordinate data sharing with other government agencies.

REPORTING RELATIONSHIPS:
This position reports to the Information Technology Manager. This position does not supervise other positions but is responsible for leading interdepartmental teams, including additional responsibilities for assigning, monitoring, and directing the work of other personnel relative to assigned duties.

ESSENTIAL DUTIES include the following.

- Design, deploy, and administer Enterprise GIS including ArcGIS for Server, ArcGIS Pro, ArcGIS Online, ArcGIS web and mobile apps, SQL Server, and other software tools and applications.
- Create and modify all core geographic data, including visual representation, utility infrastructure, assets, and system integration points. Provides custom maps, reports or data extracts required by District staff.
- Assemble the graphics data, mapping and data for water and sewer utilities, and capital projects including developer extensions;
- Establish and maintain District mapping systems relative to water and sewer infrastructure; scans as-built drawings into scanner and categorizes the drawings into databases;
- Innovate and implement continuous improvement strategies to collect information from the organization and deliver solutions including maps, system integrations, and applications that meet the requirements for all work locations.
- Lead data quality efforts by analyzing content, structure, and relationships to develop and implement value added solutions.
- Recommend, develop, and maintain policies and standards for data quality, mapping, databases, and applications.
- Build and maintain partnerships with key personnel in all departments and partner agencies for collaboration on related systems, processes, and applications.

- May serve as the District's representative to various technical groups and associations, coordinates with other staff and agencies, and represents the District's interests in interagency coordination relative to GIS;
- Manage documentation for systems, integrations, processes, and operating procedures.
- Provide advanced troubleshooting, technical assistance and guidance to internal and external customers. Provides support to system users regarding custom data and mapping products; consults with staff to assess customization needs.
- Act as project and/or technical lead for multiple concurrent projects.
- Lead and/or participate in team cross training and service coverage relative to assigned area.
- Respond to emergencies and perform critical maintenance outside of business hours.
- Manage vendors, consultants, licensing, and ongoing service agreements.
- Stay current on emerging technologies and advancements to lead systems into the future.
- Develop and deliver initial and ongoing training for GIS and related applications.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, skills, and abilities:

- GIS systems and application development, including:
    - ArcGIS software suite and various tools to collect, manage and visualize GIS.
    - Design and development of database architecture; data processing, and enterprise software;
    - System integration, database analysis, automated scripts, and programming using tools like SQL query, Visual Basic, and Python;
    - Application development, including mobile and web applications.
    - Understanding and interpreting civil engineering plans, record drawings, and specifications and apply that information to GIS;
    - Convert existing as-built drawings into digital format;
    - Creating, editing, analyzing, and recommending improvements to GIS information tailored to the operations of a water and wastewater District.
    - Understanding GPS and geospatial information.

- Public works facilities such as water and sewer infrastructure
- Ability to cultivate trust in technology services, maintain positive professional relationships and adeptly manage competing interests and priorities.
- A positive attitude with strong listening and interpersonal skills.
- Effective verbal and written communication using tact, patience, and courtesy.
- Negotiating competing interests and conflict resolution;
- Leadership competencies including organizational agility and building effective teams.
- A commitment to community and teamwork.
- Project management processes, tools, and techniques.
- Creation of clear and concise documentation, training materials, and training classes.
- Business process analysis and solution development.
- Apply continuous improvement techniques that foster a learning organization;
- Change management techniques that foster user adoption;
- Analytical and conceptual thinking, problem solving, and strategic planning;
- Synthesizing complex information for easy consumption;

- Working both independently and as a member of a team, making appropriate decisions regarding work methods and multiple, competing priorities.
- Local, state and federal regulations, ordinances, and policies relating to areas of responsibility.

Experience/Education:
Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job will be considered. A typical way to obtain the knowledge and abilities would be four years of progressively responsible enterprise GIS and application development experience and a bachelor's degree in engineering, computer technology, GIS, Engineering, Information Technology, or related field. Experience working in the water and wastewater industry strongly preferred.

Licensing Requirements:
Possess and maintain a Valid Washington State Driver's License. GISP Certified Professional, or other related professional certification, is preferred.

WORKING CONDITIONS:
Most duties are performed in an office environment, some duties include working outdoors with travel to work sites, including construction sites, throughout the District. May require evening and weekend work to complete scheduled maintenance, software upgrades, or respond to emergencies.

PHYSICAL REQUIREMENTS:
This job typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires ability to traverse rough or uneven ground on regular field visits to construction sites and other District sites.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

DATE: July 1999
REVISED: June, 2000
REVISED: November, 2002
Job Title Changed: March 19, 2007 (previous job title: Utility Information Coordinator)
Job Title Changed: February 8, 2011 (previous job title: GIS/CAD Technician)
Supervisor Changed: July 11, 2018
REVISED: December 11, 2020