

**WAPELLO COUNTY, IOWA
POSITION DESCRIPTION**

Position Title: Geographic Information System (GIS) Coordinator

Department: Geographic Information Systems (GIS)

Immediate Supervisor: Board of Supervisors

Shift: Normally 8:00 a.m. to 4:30 p.m., Monday - Friday

Location: Wapello County Courthouse

FLSA: Exempt/Non-Bargaining

Salary Range: \$45,000 - \$50,000

Approved by: Board of Supervisors

Date: February 6, 2014

Closing Date for Applications:

February 18th 2014

Please Send Applications to:

help@wapellocounty.org

Questions: Contact Jordan Scupien 641-683-0017

Summary:

The GIS Coordinator oversees the creation and management of the county-wide Geographic Information System (GIS). The coordinator works with various county departments to meet their needs in establishing appropriate and meaningful GIS tools. The coordinator promotes the county's GIS system, and conducts periodic training for employees on the use of GIS. The GIS Coordinator is in charge of the maintenance and upkeep of the county GIS portal: <http://wapelloia.mygisonline.com/> and administration of the County/City Pictometry Online website.

Essential Duties and Responsibilities:

Keep informed of technological developments by conducting research, attending meetings, seminars, and conferences.

Assist in the preparation and presentation of annual budget pertaining to software,

hardware and training expenses related to GIS.

Provide GIS support and training to Wapello County offices and departments for legitimate functions and needs.

Coordinate the needs of various departments and government agencies to actively promote the usage of GIS and assist in establishing GIS as a meaningful management tool.

Promote increased awareness about GIS technology and applications to the public and private agencies.

Attend regular meetings with staff of various departments and agencies to establish working relations and knowledge of GIS initiatives.

Other duties may be assigned.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualification Requirements:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

Knowledge of ESRI Software Design software; Microsoft Excel and Access Spreadsheet software and Microsoft Word Processing software.

Ability to produce complex or diverse information; collect and research data; use intuition and experience to complement data; design work flow and procedures.

Ability to generate creative solutions; translate concepts and information into images; use feedback to modify designs; apply design principles; demonstrate attention to detail.

Ability to resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.

Ability to develop project plans; coordinate projects; communicate changes and progress; complete projects on time and within budget; manage project team activities.

Ability to assess own strengths and weaknesses; pursues training and development opportunities; strive to continuously build knowledge and skills; share expertise with

others.

Ability to interact and deal effectively in a variety of contexts with co-workers, management, and the general public.

Ability to plan, organize, and perform work efficiently and effectively under disagreeable or tense circumstances.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education and Experience:

Bachelor's degree from four-year college or university with emphasis on geography, cartography, planning, CAD or related field; or one to two years related experience and/or training using ESRI software and development tools; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from the general public.

Ability to utilize a wide variety of reference and descriptive data, information, and forms such as: legal descriptions, parcel maps,

Ability to communicate effectively with co-workers and the general public.

Ability to deal with the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing.

Mathematical Skills:

Ability to calculate figures such as proportions, percentages, area, circumference, and volume.

Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to apply common sense to solve problems or achieve work objectives.

Ability to recognize work situations that require special attention.

Certificates, Licenses, Registrations:

None

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear, must be able to start, stop, operate, and monitor a variety of automated office machines and equipment used in performing essential duties and responsibilities, including but not limited to: computers, printers, fax machines, copiers, computerized and manual drafting, mapmaking tools such as plotters and digitizing tables, and telephones.

The employee must be able to move or carry job-related objects or materials such as books, ledgers, printouts, maps, file boxes, computer paper, etc. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling at objects and materials of light weight (5 to 10 pounds). Physical demand requirements are at levels of those for sedentary or office environment work. Most tasks require visual perception and discrimination. Tasks may involve extended periods of time at a keyboard or workstation.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. Tasks are regularly performed without exposure to adverse environmental conditions. Work is normally

performed in an office environment. Headaches, eyestrain, carpal tunnel syndrome, and related occupational hazards associated with computer work reflect most common potential for injury.

Comments:

Salary level is dependent on education, skills and experience.

Must possess a Valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county insurance company policies.

Applicant will be subject to post offer, pre-employment drug and physical testing.

Wapello County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.