

# PADRE DAM MUNICIPAL WATER DISTRICT

## CLASS SPECIFICATION

### CLASS TITLE: GIS Coordinator

<b>DEPARTMENT:</b> Information Systems	<b>ACCOUNTABLE TO:</b> Information Systems Manager	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	<b>33</b>	
<p><b>CLASS SUMMARY:</b> Incumbent is responsible for coordinating, developing and administering Padre Dam's Geographical Information System (GIS) and Computer Aided Drafting (CAD) systems. The GIS coordinator's roles include GIS Management, Geodata management and system administration. Duties include training and supporting District staff in related GIS applications; assisting with GIS planning and development of GIS budget, maintaining spatial databases, maps and peripheral devices, as well as other essential duties outlined below.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The GIS/Mapping Coordinator is a stand-alone position and is distinguished from the GIS/CAD Specialist in that this position is responsible for coordinating the District-wide GIS needs.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Coordinates, develops and operates Padre Dam's GIS and CAD systems.
2.	Coordinates training for District staff on GIS software.
3.	Coordinates short and long term strategic planning for GIS, and coordinates GIS needs between departments. Assists IS Manager with GIS/CAD budget preparation. Manages purchasing and vendor contract renewals related to GIS/CAD systems.
4.	Integrates and maintains non-GIS databases (tables, forms and reports) with the GIS system in support of department needs. Writes SQL queries and scripts. Utilizes various scripting languages and automates GIS processes and models.
5.	Provide GIS related content support for the District's Internet and Intranet web sites. Updates GIS analytical functions, methodologies, applications and strategies for related technologies.
6.	Develops the guidelines and standards for collecting and sharing spatial data. Assists the IS team with backup strategies for spatial data. Performs geospatial and data analysis.
7.	Administers and maintains CAD standards as related to mapping.
8.	Creates, updates, and generates graphic figures and maps utilizing the GIS and CAD systems.
9.	Administers the enterprise GIS systems to support the District's needs.
10.	Coordinates tasks, training and provides technical guidance to District GIS/CAD Specialists.
11.	Coordinates desktop and mobile application development for GIS web based solutions. Coordinates all District GIS data updates to support asset management, predictive and preventative maintenance programs and other related GIS interfaces.
12.	Coordinates development and maintenance of GIS documentation.
13.	Assists with the administration of the electronic document management system and integrates appropriate documents to pertinent GIS layers.

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14.	This position requires continual education and research to stay current of new trends, skill sets, GIS functionalities, and related applications.
15.	Performs other duties as needed.

<p><b>Knowledge</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Cartography and mapping principles;</li> <li>• GIS Enterprise level software (Esri);</li> <li>• Relational and object-oriented database design principles and development;</li> <li>• Administration of enterprise GIS systems;</li> <li>• Knowledge of peripheral equipment needed for GIS input and output (GPS, Plotters, and scanners);</li> <li>• Office Productivity software suites;</li> <li>• Computer Aided Drafting (Bentley Microstation);</li> <li>• GIS concepts including spatial analysis techniques, geographical concepts of location, scale, resolutions and data integration.</li> </ul>
<p><b>Skills</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Field data collection techniques and principles;</li> <li>• Data input and maintenance in the GIS and CAD utility and cadastral mapping systems;</li> <li>• Preparing training manuals; Training users;</li> <li>• Reading and interpreting maps, record drawings and legal descriptions;</li> <li>• Preparing charts, graphs and displays;</li> <li>• Programming skills in order to generate GIS automation scripts and models;</li> <li>• Using computers, peripherals and specialized software applications;</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, supervisor and the public sufficient to exchange or convey information and to receive work direction.</li> <li>• Ability to use Coordinate Geometry (COGO), read legal descriptions and plans, and to integrate CAD and GIS data into the enterprise GIS.</li> </ul>
<p><b>Training and Experience</b> (position requirements at entry):</p> <p>Bachelor’s Degree in Geographic Information Systems or a related field with an emphasis in GIS and at least five years’ experience in automated mapping and GIS systems; or, an equivalent combination of education and experience sufficient to perform the essential duties of the position as described in this class specification.</p>
<p><b>Licensing Requirements</b> (position requirements at entry):</p> <ul style="list-style-type: none"> <li>• Valid California Driver’s License.</li> </ul>
<p><b>Safety Priorities:</b> Knowledge of general office and field safety, safety when working around traffic in the public right of way, use and care of Personal Protective Equipment and defensive driving techniques. Understanding of Padre Dam’s Safety Rules and Regulations, accident and injury reporting policies, and Padre Dam’s Policy and Procedures for Violence in the Workplace. Ability to complete safety training and work in a safe and efficient manner.</p>

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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, reaching, sitting, standing, walking, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be subject to odors & dusts.

Light Work: Exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the position is rated for Light Work.

**Classification History:**

Date: 4/98; 1/02; 1/05; 01/16, 07/20