

Sacramento Suburban Water District Classification Specification

Job Class: GIS Coordinator

FLSA Status: Non Exempt

Supervisor: CIP Manager

Effective Date: November 2009

Definition/Distinguishing Characteristics

With minimal direction and supervision, this advance journey level position develops, analyzes, tests, implements and maintains the District's Geographical Information System (GIS), Computer Aided Drafting (CAD) system, and related mapping systems and databases; designs and maintains the District's web site; and directly supervises assigned staff.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Provides supervision, training and project guidance for assigned staff using AutoCAD and GIS Standards.
- Assigns project request duties.
- Prepares and administers the GIS department budget, reviews budget expenditure requests and recommends expenditure levels.
- Prepares employee performance evaluations; reviews employee effectiveness and evaluations with Department Manager.
- Maintains District Enterprise GIS.
- Performs the most complex special mapping and data requests utilizing AutoCAD, ArcEditor, and other required spatial and/or GIS tools.
- Trains users and provides end user support in the uses and operations of GIS applications.
- Oversees and performs QC on data download processes and troubleshoots and resolves non-matches and other problems.
- Receives regular data sets from the County of Sacramento GIS Department and manipulates the data set for District use in GIS.
- Prepares charts and/or graphs utilizing MS Excel or other software as appropriate.
- Updates water facilities in GIS as needed.
- Produces various GIS maps and drawings to satisfy end user requirements.
- Oversees the printing and assembly of District water facility map books and desk maps as needed.
- Performs basic, routine scripting and/or programming using Virtual Basic, ASP.NET and Java Script.
- Graphic design and printing services on an as-needed basis.
- Designs and prints District forms and develops automated forms.

- Plans, constructs, develops and oversees maintenance stages of District's Internet Web Site.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates orally with District management, coworkers and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Sits or stands for extended time periods.
- Ability to carry, reach and lift supplies and equipment weighing up to 50 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Basic mapping and civil engineering (reading and interpreting records drawings/plans).
- GIS system concepts and analytical techniques, including computer mapping and digital data conversion, manipulation and analysis.
- Basic operating principles, parameters, methods, practices and limitations of computer platforms and networks.
- Principles and practices of systems analysis and design applicable to GIS programs.
- Application development methods, tools and utilities applicable to the GIS system.
- Object-oriented programming languages.
- CAD principles, techniques and equipment.
- The terminology, methods, practices and techniques of civil engineering, surveying and drafting.
- English usage, spelling, grammar and punctuation.
- GIS and other engineering software and related software.
- Access database and other database applications.
- Algebra, geometry and trigonometry as used in the preparation and maintenance of engineering drawings and maps.
- Proper work safety standards.
- Principals of work coordination and training.
- Common office computer software programs, particularly Microsoft Word, Excel, Access and Outlook.

Ability To:

- Provide supervision, training and work evaluations for assigned staff.
- Collect, interpret, and integrate geographic and facilities data from multiple sources.
- Perform engineering drafting work.

- Read, interpret and analyze record maps, construction drawings, graphs, satellite and aerial images and geographic conditions; perform spatial analysis and other related data used for mapping and design.
- Understand, use and apply relational database management systems, tools, and techniques.
- Independently perform responsible GIS assignments with initiative and creativity.
- Prepare accurate GIS cartographic products and other outputs.
- Use drafting instruments, equipment and materials such as scales, templates, compasses and drafting machines.
- Make neat, accurate drawings and basic arithmetical calculations accurately.
- Understand and follow oral and written instructions.
- Interpret legal descriptions, deeds, maps and design drawings.
- Make area computations and related angular calculations.
- Keep accurate records.
- Establish and maintain cooperative working relationships with coworkers, outside agencies and consultants.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Certification of completion for training in GIS and AutoCAD.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Three (3) or more years of work experience using GIS and AutoCAD, with experience in the water/wastewater industry or a related field, is strongly desired.
- Two (2) years of work experience in a supervisory capacity is strongly desired.
- Associate Degree from an accredited college with major course work in engineering, surveying, computers, GIS, geography, AutoCAD or a related field is strongly desired.
- Bachelor's Degree from an accredited college with major course work in Geography, Civil Engineering or a related field.
- Possession of State of California Water Distribution Operator Certificate Grade D2.