City of Iowa City

EXTERNAL POSITION VACANCY ANNOUNCEMENT

September 14, 2016

GEOGRAPHIC INFORMATION SYSTEM COORDINATOR

Finance/Information Technology Services

Salary: $55,619.20 - $83,158.40

Oversees the creation, management and expansion of the City of Iowa City Geographic Information System (GIS). Manages GIS-related databases and permissions. Works closely with City departments, governmental agencies, private companies and citizens on the use of the GIS. Conducts research, constructs maps, provide training, and make presentations on GIS. Installs, configures, operates and maintains GIS software including ESRI enterprise server, desktop applications and web services. Responsible for the application of GIS systems. Analyzes techniques and procedures, including consulting with users to determine hardware, software or system functional specifications. Responsible for the design, development, documentation, analysis, creation, testing or modification of computer based applications, including prototypes based on and related to user or GIS systems design specifications. Responsible for the design, documentation, testing, creation or modification of computer hardware and applications related to GIS. Maintains documentation, program listings, layouts and other records in support of the GIS system modification and problem resolving efforts. Designs, configures, operates, and maintains GIS related databases. Configures data access permissions and reports to management. Develops and evaluates the strategic GIS long range plan for the City of Iowa City; reviews new technology and provides ideas and information on new technology and ways it can enhance the GIS infrastructure. Works with City staff to collect, organize, update and maintain GIS data; develops data conversion procedures for current and future related applications. Conducts user needs assessments and implements effective procedures and applications; designs and maintains appropriate work flows; coordinates the GIS needs of various departments and government agencies in establishing GIS as an effective management tool. Recommends and implements policies and procedures relating to GIS. Promotes and facilitates GIS educational programs. Promotes the use of the City’s GIS system to a variety of constituencies through interviews, presentations, press releases, etc. Assists the public, businesses and other governmental agency users with issues relating to the City’s GIS program. Maintains current knowledge of technological developments by conducting research, attending meetings, training, seminars and conferences. Organizes, manages and documents the City’s GIS committee meetings and activities. Updates and maintains the City’s GIS Internet map service in conjunction with all City staff. Assists departments with the use of GIS hardware such as plotters, digitizers and computers. Determines initial and ongoing requirements for the City’s GIS by working closely with multiple City departments and other public and private agencies; establishes and maintains relationships with other City and county GIS groups for current and future collaboration on projects. Responsible for the records for the City’s geospatial databases and develops policies and procedures for the dissemination of digital and hard copy information. Overseas and participates in the digitalization of maps and the incorporation of other digital information into the GIS system using cartographic, analytical and other techniques to present GIS data. Incorporates GPS (Global Positioning System) data into the city GIS, including third party applications. Interprets GIS spatial data pertaining to City departments and divisions and makes data and operational modifications and adjustments to enhance GIS system operations and performance. Assists in the Development of GIS applications including interfaces to third party applications for City use. Evaluates software and makes recommendations on purchase and/or use. Estimates effort, determines resources, and establishes scope of work and assigns tasks. Coordinates ITS resources and related staff members. Refers major hardware and software problems to vendor and/or service personnel for correction. Performs service via on-call basis, as needed; records time and billing for work performed; maintains communication and follow-up on resolution. Works with and protects sensitive information relating to various applications and projects within the city. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs other related duties as assigned.

Minimum education, experience and certification

Bachelor’s degree in geography, geographic information systems, engineering or closely related field from an educational institution accredited by a DOE recognized accreditation body and three to five years progressive experience involving coordination of geographic mapping, planning and GIS data maintenance and analysis required. Or any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the work.
Extensive knowledge of GIS software and related application modules running on Windows platforms required. Thorough knowledge of ESRI Server management and supporting application preferred. Experience with ESRI’s Arc-GIS, Arc-SDE and Intergraph MGE preferred. Thorough knowledge of Relational Database Management Systems (RDBMS), Microsoft SQL Servers preferred. Thorough knowledge of Structured Query Language (SQL) preferred. Thorough knowledge of the principals and methods for developing GIS applications to manipulate and utilize raw data preferred. Thorough knowledge of the principals and methods for analyzing, interpreting and presenting data in both narrative and graphical formats, including cartographic, analytical and other related techniques preferred. Thorough knowledge of the purposes and uses of GIS hardware, such as plotters and digitizers preferred. Must pass a criminal background check.

**Application deadline is Friday, September 30, 2016.** To apply, please use the link to the City’s Self Services website at [www.icgov.org/jobs](http://www.icgov.org/jobs) and complete the City of Iowa City online employment application.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an Equal Opportunity Employer. Females, minorities and members of other protected classes are encouraged to apply. The City of Iowa City is a supporter of the National Career Readiness Certificate.

**CITY EMPLOYEES MUST LOG INTO THEIR MSS ACCOUNT AS AN EMPLOYEE WITH THEIR EMPLOYEE NUMBER AND PASSWORD IN ORDER TO APPLY**