

Date Rec'd:
Rev:



CITY OF CHICOPEE, MASSACHUSETTS OPEN POSITION POSTING FORM

Posting Number: 2014-264

Position: GIS Coordinator Department: Planning

Hourly/Weekly Salary: \$28.46 per hour Hours Per Week: 35 hours per week

Permanent Provisional Temporary Seasonal
 Emergency Intermittent Full-time Part-time

Civil Service Position: Yes No

Preference to Collective Bargaining Member: Yes No

n/a

Bargaining Unit

Date Posted: 9/5 Last Day to Apply: 9/18/14

Article V: Posting of Vacancies (§67-19 - §67-21) Adopted 6/29/77

Location (§67-19): All appointing authorities shall post any and all existing vacancies in their department. Future vacancies shall be posted on the bulletin boards at both entrances to City Hall.

Removal of Posting (§67-20): No posting shall be removed until a minimum period of seven (7) days has elapsed and until such time as the vacancy is filled by a qualified individual.

Required Information (§67-21): All such vacancies shall be posted with the following information: department name, job title, job description, starting salary, permanent or temporary and also if the job is covered by civil service.

AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

**City of Chicopee
JOB DESCRIPTION**

Job Title: **GIS Coordinator**
Department: Planning/Conservation
Reports to: Director of Planning/Conservation
Hours/Week: 35 hours
Budget Account:
Approval Date:

SUMMARY OF POSITION:

The GIS Coordinator is responsible for managing the City's enterprise-wide GIS operations including database management, data and map development and analysis, systems administration, consulting, and training and support.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assesses spatial information needs of the City and recommends and develops or deploys solutions to meet those needs.
- Manages data development and quality assurance of the City's planimetric, topographic, cadastral, and other GIS database systems.
- Manages the flow and dissemination of all cartographic information and keeps existing maps and databases up-to-date.
- Develops, implements, and maintains technical standards and policies in collaboration with other departmental administrators and staff.
- Coordinates GIS activities between different departments and staff as well as provides digital and printed maps upon request.
- Runs complex spatial analysis and assists with the preparation and distribution of maps, presentations, reports, and other materials as needed.
- Creates and maintains land base parcel data layers such as cadastral, political boundaries, annexations, and zoning; this includes parcels, subdivisions, tax areas, public lands, lots, and special districts.
- Coordinates continued integration of GIS data and Computer Aided Mass Appraisal (CAMA) records to reflect parcel attributes, data retrieval programs, and analysis of mass appraisal techniques.
- Ensures that tax maps have been properly converted into digital format.
- Conducts GPS surveying and data post processing as needed.
- Develops data models, data standards, and appropriate GIS and related RDBMS technologies in collaboration with the IT department.
- Manages GIS systems administration and recommends and implements appropriate systems, hardware, software, licenses, and maintenance in collaboration with the IT department.
- Provides GIS training and support to other users including those who are non-technical or have no prior GIS experience.
- Develops and maintains operational and administrative documentation.
- Recommends budget and resource requirements. Prepares and justifies funding requests for GIS-related resources.
- Stays abreast of developments and best practices in the field.
- Performs other duties as required.

QUALIFICATIONS

EDUCATION:

Bachelor's degree in GIS, Geography, Cartography, Engineering, Urban Planning, or a related field or any equivalent combination of education and experience that enables performance of all aspects of the position. Must possess and maintain a valid driver's license.

EXPERIENCE:

Experience coordinating and managing a GIS system and utilizing geographic information systems to establish and maintain multiple parcel data layers and land information systems. Must have experience with planimetric data, mapping, surveying, database management, data conversion, digitization, geographic statistics analysis, and metadata preparation. Ability to read and interpret source documents, such as civil engineering plans, plot maps and legal descriptions as well as compile the

information and enter the required data in the GIS system is required. Experience with ESRI software, including ArcGIS for Desktop suite and ArcGIS for Server, data and application development, including use of relational database systems (i.e., SQL), and Internet mapping applications is also required. Experience with the use of remotely sensed imagery and mapping is strongly preferred.

Candidate must have thorough knowledge of concepts, principles, practices, terminology, and methods associated with GIS and database management as well as modern land-based mapping application theory. Working knowledge of Microsoft Office suite and GPS equipment and post processing software is also preferred. Basic knowledge of land development processes and understanding of planning, zoning, and land development code standards is preferred.

Candidate must be highly self-motivated and detail-oriented with exceptional organizational and time management skills. Candidate must also be able to work independently and multitask with minimal supervision. Excellent interpersonal, communication, and customer-service skills with ability to work as part of a team are also required.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, and percentages.

REASONING ABILITY:

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

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; and use hands. The employee is occasionally required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; and risk of electrical shock. The noise level in the work environment is usually moderate.

DEGREE OF CONTACT WITH OTHERS:

- Strong ability to work in a team environment.
- Daily contact with City Hall and remote city department heads and computer users.
- Contact with outside vendors on an as needed basis.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Planning Director. Is not responsible for the supervision of other Planning Department staff.