



The Town of Glastonbury is accepting applications for the following position:

Geographic Information Systems Coordinator

Hours: 40 per week

Starting Salary: \$33.20 - \$41.48 per hour

Closing date: February 13, 2020 at 4:00 p.m.

Under broad supervision of the Assistant Town Engineer, the GIS Coordinator works with all facets of geographic information systems and related technologies for the Town. Responsibilities include, but are not limited to, designing and preparing graphic representations of GIS data, maintaining and modifying existing GIS layers and databases, selecting cartographic elements needed to present information, preparing GIS and CAD maps and plans, working with IT to install and maintain GIS software and website, providing technical support to GIS users, and responding to inquiries from the general public.

The minimum requirements to be considered for this position are a Bachelor's degree from a four (4)-year college or university in GIS, Geography, Cartography, Civil Engineering, Environmental Science, Land Planning, or a closely related field, AND three (3) years of experience in GIS applications; OR an equivalent combination of education and experience. Experience with municipal GIS applications and AutoCAD, and certification as a GIS Professional (GISP) is desired, but not required.

An employment application may be obtained by visiting the Town's website at www.glastonbury-ct.gov/employment, in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to customerservicecenter@glastonbury-ct.gov, or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 1/30/2020

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Geographic Information Systems Coordinator
DEPARTMENT: Engineering
REPORTS TO: Assistant Town Engineer

GENERAL DESCRIPTION:

Under broad supervision of the Assistant Town Engineer, incumbent designs, develops, implements, and maintains Geographic Information Systems (GIS) databases, applications, website, hardware and related technologies.

ESSENTIAL DUTIES:

1. Designs and prepares graphic representations of Geographic Information Systems data (GIS), using GIS hardware or software applications.
2. Analyzes GIS data to identify spatial relationships or display results of analyses, using maps, graphs, or tabular data.
3. Maintains and modifies existing GIS layers and databases.
4. Enters data into GIS databases, using techniques such as coordinate geometry, keyboard entry of tabular data, manual digitizing of maps, scanning or automatic conversion to vectors, or conversion of other sources of digital data.
5. Reviews existing and incoming data for currency, accuracy, usefulness, quality, or completeness of documentation.
6. Designs and/or coordinates the development of integrated GIS spatial or non-spatial databases.
7. Selects cartographic elements needed for effective presentation of information.
8. Prepares GIS and Computer Aided Design (CAD) maps and plans.
9. Maintains digital and traditional paper and Mylar maps and plan files, including Town infrastructure and land-use maps.
10. Confers with users to analyze, configure, or troubleshoot GIS applications. Provides technical support to users regarding the maintenance, development, or operation of GIS databases, equipment or applications.
11. Recommends specifications for the purchase of software and hardware upgrades to increase data accessibility or ease of use.
12. Works with Information Technology Division to install and maintain GIS software and website, perform related updates and maintenance, troubleshooting and correction. Coordinates the work of consultants in support of GIS initiatives.

13. Responds to inquiries from the general public on use of GIS website, Town projects, parcel identification, utility locations and other improvements.

OTHER DUTIES:

1. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Knowledge of GIS systems, technologies and applications, including the ESRI Arc/Info Product Suite, ArcGIS online, AutoCAD, AutoCAD Map, and Civil3D. Experience with Windows 10 and Microsoft SQL Server
- Knowledge of GIS database standards, the geo-coding process and applications, and knowledge of Coordinate Geometry
- Knowledge of projections and coordinate systems
- Knowledge of computer applications for data management and planning analysis
- Knowledge of best practices for mapping of infrastructure and land-use data using GIS and CAD
- Working knowledge of relational database systems
- Skill in graphic display of information presented in maps, charts and tables
- Ability to analyze and synthesize information
- Ability to interpret plans and documents
- Ability to integrate various databases and GIS applications
- Ability to research, compile, process and evaluate data and prepare related technical reports
- Ability to access and use demographic and geographic source data to develop specific GIS applications and databases
- Ability to communicate effectively in oral and written form
- Ability to manage time and project completion effectively
- Ability to interact courteously and maintain effective working relationships with internal and external customers

PHYSICAL/MENTAL REQUIREMENTS:

- No special physical demands are required to perform the work, which is typically done while seated
- Ability to perform manipulative skills requiring hand-eye coordination such as keyboarding
- Ability to see objects closely as in map compilation, and reading

- Ability to hear normal sounds with background noise, distinguish voice patterns, and communicate with speech as in using a telephone
- Ability to pay attention to detail and concentrate for 60 minutes or more with frequent interruptions, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts
- Ability to use inductive, deductive and mathematical reasoning

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree from a four (4)-year college or university in GIS, Geography, Cartography, Civil Engineering, Environmental Science, Land Planning or closely related field, AND three (3) years of experience in GIS applications; OR an equivalent combination of education and experience
- Experience with municipal GIS applications and AutoCAD, desired

LICENSE OR CERTIFICATION:

- Certified GIS Professional (GISP), desired

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.