

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

GIS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the functions associated with maintaining and supporting the County's Enterprise Geographic Information Systems (GIS); including supervisory duties and providing information and technical support regarding GIS technologies; working in conjunction with municipality, the State of Tennessee, utility companies, and County departments to effectively manage GIS for Rutherford County. Reports to Chief Information Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining.

Assigns projects to GIS Technicians and ensures the projects are implemented.

Maintains and supports Spatial Database Engine—GIS System Server and Internet Mapping Server.

Maintains a working knowledge of a variety of computer operating systems, programming languages, and software programs.

Conducts weekly process for quality control and indexing of SDE Server.

Creates, maintains, and analyzes data layers; develops and maintains databases and data models for GIS data layers.

Supports GIS services and software throughout multiple departments and agencies, including the State of Tennessee, municipalities, utility companies, etc.

Develops and maintains Internet map services and internal GIS web applications; develops and maintains 911 maps and address layers.

Coordinates with other counties and cities to maintain a centralized geographic database; manages the server that contains all data for the centralized database; makes decisions regarding how the data can be used and seen by others.

Assists and previews software and services for other departments that are compatible for GIS System service; installs software; recommends software solutions to meet needs of specific county departments and users.

Provides information and technical assistance to users regarding the GIS System and other related issues; assists other agencies with operation of the GIS System.

Provides internal training and support in use of navigating the geographical information system; coordinates training for other agencies in use of navigating the centralized database; serves as a technology resource person for various agencies.

Rutherford County, Tennessee • GIS Coordinator

Serves as project manager for development and implementation of special projects as assigned.

Makes site visits to various county departments/locations to provide computer support.

Researches and evaluates software, services, and data solutions involving GIS or requiring GIS compatibility.

Runs quality control on GIS Technicians' data entry through reconcile and post reports, queries, and program checks.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; researches information in computer database; utilizes Geographic Information System (GIS), database, mapping, or other software programs.

Operates various equipment and tools associated with work activities, which may include a blueprint/map copier, facsimile machine, light table, stereoplotter, planimeter, scales, electric eraser, inking tools, drafting equipment/instruments, or general office equipment.

Prepares or completes various forms, reports, correspondence, project design schedules, proposal requests for data and services, statistical reports, presentations, spreadsheets, job proposals, or other documents.

Receives various forms, reports, correspondence, department forms/documentation, computer documentation, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains an understanding of the functions and documentation of specific county departments to provide necessary support for computer systems, programs, and functions.

Communicates with director, employees, other departments, county officials, outside agencies, other counties and cities, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Produces paper and digital maps as needed for internal and external customers.

Operates a motor vehicle to conduct site visits or other work activities.

Relieves other Information Technology (IT) employees as needed.

Communicates the details of all projects to the supervisor; acquires approval from supervisor for all projects that are large or possess a sizeable budget.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Computer Information Systems, Geography, or related field; supplemented by vocational/technical training in operation of computerized geographical information systems (GIS); supplemented by three (3) to five (5) years previous experience and/or training involving geographical information systems (GIS) operations, data processing, and computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Special assignments may require a background check and fingerprinting.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to perform basic algebraic and geometric principles; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; ability to perform measurement conversion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Standing at server racks

Surface: Wood flooring

Estimated Total Hours: 30 minutes **Maximum Continuous Time:** 10 minutes

2. SITTING

Tasks: Working at computer terminal

Estimated Total Hours: 7 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Objects: Servers, PC towers, monitors, switches, routers

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs				X	
51-75 lbs					
76-100 lbs					
>100 lbs					

4. PUSHING/PULLING

Objects: Pushing/pulling hand carts with PC equipment loaded

Height of hands above floor during push: 3 feet

5. CLIMBING

Tasks: Climbing on ladders to work on server racks, or look at cabling

Device: Ladder

Height: 6 ft

Frequency: Once a month

6. BENDING/SQUATTING/KNEELING

Tasks: Working within racks, working on PC's under desks

Frequency: Once a week

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Monthly	20 min	20 lbs
21-36"	All	Monthly	20 min	20 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise	X	
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>100</u> % of time
Outside	<u>0</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping		X
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Crimp set, tone generator, screwdriver

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date