

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department: Engineering

Position: GIS Coordinator

Job Category: LTC (Labor, Trades, Crafts)

Scheduling: 40 Hours

FLSA Status: Non-exempt (Hourly)

Date of Announcement: July 22, 2022

Application Deadline: Until position is filled

Essential Duties and Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Develop geographic information system workflows that are documented with written operating procedures.
- Maintain and Develop workflow integration with ESRI GIS online and field deployed tablets.
- Maintain ESRI Enterprise GIS Structure.
- Deploy ESRI GIS Online applications for City staff and public use.
- Deploy field data collection applications.
- Configure and operate GPS equipment to collect field data. Streamline field application workflow.
- Perform and oversee field data collection.
- Prepare maps for City and public.
- Assign/tag assets on maps for database input/retrieval; manages a "geocoding system".
- Research, update, and maintain Civil City's and the Public Works & Utilities geographic information system (GIS) assets.
- Assist in the maintenance and cataloging of City paper and electronic records.
- Provide reviews, recommendations, and deployment of new applications and equipment.
- Provide information and assistance to other departments and the general public; answer questions relevant to public assets.
- Coordinate in-house training and provide advice and support to City staff related to GIS operation and functionality.
- Assist with negotiating GIS software and professional service contracts.
- Performs other related essential duties as required.

Minimum Training and Experience Required:

- Vocational/technical training and/or civil technical knowledge and three to five years relevant work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.
- Ability to utilize specialized equipment and software including ESRI ArcGIS Desktop, ESRI ArcGIS Online, ESRI Collector, ESRI Survey 123, EOS GPS equipment, and Apple tablets.

Special Requirements:

- No special licensure or certification is required.

Minimum Physical and Mental Abilities:

- Ability to operate a variety of automated office machines.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to engage in prolonged visual concentration.

Mathematical Ability:

- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and measure data; must possess a working knowledge of list processing, algebra, trigonometry, analytical/descriptive geometry, logic statements, and programming.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including maps, graphs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals.
- Ability to prepare maps, charts, posters, signs, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret civil engineering and computer terminology and language.
- Ability to perceive and discriminate colors and shapes.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively.

Environmental Adaptability:

- Ability to work effectively in an office environment and field environment to complete required tasks.

Rate of Pay:

Grade 13 as designated by current salary ordinance.

Min - \$23.55

Mid. - \$28.20

Max - \$32.85

Work Hours

Monday - Friday, 7:00 a.m. - 4:00 p.m. Some after-hours work may be required.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities. Candidates are encouraged to attach résumés that describe past experiences demonstrating their technical knowledge and proficiency in the maintenance and development of a GIS system.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free

