



GIS Coordinator Position Description

Department: Innovation and Technology

Position: GIS Coordinator

Job Category: PAT (Professional, Administrative, Technological)

Status: Permanent, Full-time

Scheduling: 40 Hours Weekly

FLSA Status: Non-Exempt

Date of Announcement: October 20, 2025

Application Deadline: Until position is filled

Job Summary

Under the direction of the Director of Innovation and Technology with oversight by the Director of Public Works, the GIS Coordinator will use Geographic Information System (GIS) technology to implement the City's geospatial strategy. This position currently falls under the Engineering Department and will transition to the Innovation and Technology Department in 2026.

Essential Duties and Responsibilities:

The following duties are normal for this position but not all-inclusive.

- Implements the City's geospatial strategy aligning with departmental and enterprise needs.
- Develops GIS workflows that are documented with written operating procedures.
- Administers and maintains the City's ESRI Enterprise System including managing system upgrades, administering Enterprise geodatabases, configuring web services, distributing access permissions, and maintaining the Portal platform.
- Deploys and maintains web GIS tools in the Enterprise Portal and ArcGIS Online for City staff and public use.
- Maintains, develops, and streamlines field collection and assessment workflows.
- Configures and operates GPS equipment to collect field data.
- Develops reporting and visualization tools to communicate insights to staff, elected officials, and the public using cartographic best practices.
- Research, updates, and maintains Civil City's and the Public Works & Utilities geographic information system (GIS) assets.
- Assists in the maintenance and cataloging of City paper and electronic records.
- Provides reviews, recommendations, and deployment of new applications and equipment.
- Integrate GIS with other City enterprise systems (asset management, permitting, finance, public safety, etc.).
- Coordinates with external partners (county, state, consultants) to share and leverage GIS data.
- Provides information and assistance to other departments and the public, answers questions relevant to public assets.
- Coordinates in-house training and provides advice and support to City staff related to GIS operation and functionality.
- Assists with negotiating GIS software and professional service contracts.
- Ensures essential and sensitive data remains secure and protected.
- 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 Enterprise and Portal, Esri ArcGIS Pro, ESRI ArcGIS Online, ESRI Field Maps, 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 utilize departmental equipment and tools including drafting and survey instruments, GPS equipment, drones, metal detectors, department vehicles, etc.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to climb and balance.
- Ability to engage in prolonged visual concentration.

Supervisor Responsibilities

- Provides supervision, training, and GIS technical assistance to temporary workers during both summer and Americorps programming.

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:

Hourly Wages, Minimum - Midpoint Range: \$25.80 -\$32.25.

Grade 15 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 7:00 a.m. – 4:00 p.m. (Evenings and weekends may be required)

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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