

TOWN OF EXETER

JOB TITLE: GIS Coordinator

5/8/2024

DEPARTMENT: Public Works

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Exempt

LABOR GRADE:

JOB SUMMARY: This position is responsible for the design, implementation, maintenance, and promotion of the GIS system and associated layers, databases, and applications.

SUPERVISION RECEIVED: This position receives general supervision from the Director of Public Works and is evaluated by the Director based upon the achievement of essential duties.

SUPERVISION EXERCISED: This position has no supervisory responsibilities.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Collects, analyzes, and interprets spatial data to create maps.
2. Develops, updates, and manages town GIS databases and associated layers.
3. Ensures town databases and data layers reflect changes to land features, parcel ownership, parcel boundaries, utilities, and otherwise.
4. Designs and produces maps, applications, and products for town departments as needed.
5. Supports GIS integration with other town systems including public and internal websites, databases, and software.
6. Provides technical expertise and supports end-users in the use of GIS applications and tools.
7. Maintains accurate and concise records of map requests, data requests, and other projects.
8. Implements data quality control measures and performs regular data maintenance tasks.
9. Communicates with vendors, contractors and consultants to obtain quotes for services and purchase order requests.
10. Stays current with advancements in GIS technology.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of Cartography and GIS principles and practices.
2. Knowledge of town policies, procedures and ordinances.
3. Knowledge of state and federal regulations.
4. Knowledge of town geography, streets and zoned areas.
5. Knowledge of management and personnel administration.
6. Skill in planning, organizing, analyzing, decision making and problem solving.
7. Skill in reading and understanding plans, maps, charts and surveys.
8. Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs, spreadsheets and GIS programs.
9. Skill in oral and written communication.
10. Skill in gathering and interpreting data.
11. Skill in public and interpersonal relations.
12. Ability to organize time in order to meet deadlines.
13. Ability to read and understand construction plans, engineering drawings and technical reports.
14. Ability to formulate recommendations and decisions.
15. Ability to maintain accurate records and files.
16. Ability to communicate effectively, both verbally and in writing.
17. Ability to effectively prepare and present oral and written material relating to the activities of the department.
18. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
19. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state and federal officials.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, and project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office

equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in geography, GIS, cartography, or related field.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require three (3) to five (5) years of technical experience.
3. Proven experience working with GIS software such as ArcGIS, QGIS, PeopleGIS, or similar platforms.
4. Possession of a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

I, _____, have received a copy of this job description. I have read and fully understand the contents and responsibilities of this position.

Signature

Date