

EAST BAY REGIONAL PARK DISTRICT  
GEOGRAPHIC INFORMATION SYSTEM COORDINATOR

GENERAL FUNCTION

Under general direction, the Geographic Information System (GIS) Coordinator is responsible for the development, maintenance and dissemination of the District's GIS database; administers the hardware, software, network and equipment related to the GIS; and coordinates District-related GIS projects among District departments and between the District and other agencies.

ESSENTIAL FUNCTIONS

The essential functions of this position include, but are not limited to: supervises the work of subordinates, and also personally performs work in connection with the design, implementation, and quality control of the District's GIS database; uses ARC/INFO GIS software to develop, process, maintain and edit GIS librarian files, coverages, grids, tins; performs system administration for the ARC/INFO workstation; supervises and coordinates GIS/GPS (Global Positioning System) projects throughout the District; and recommends solutions, standards and procedures for applying GIS technology to organizational objectives.

OTHER FUNCTIONS AND DUTIES

Other functions and duties related to this role will include: instructs District ArcView and ArcExplorer GIS users to effectively use the GIS database and software; imports GIS data from outside sources into the District's GIS database; exports District's GIS data for other agencies and consultants; supervises the customization of ArcView software using Avenue programming tools; writes and updates the GIS database documentation; trains District staff to properly and effectively use portable GPS equipment; programs ARC/INFO software using Arc Macro Language (AML); uses ArcView to produce maps for all departments; maintains Planning/Stewardship's GPS portable equipment; prepares and presents ArcView GIS demonstrations to the Board; assists Information Services Department with GIS server administration; acts as District's GIS liaison for other agencies; represents the District at GIS professional meetings and conferences; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Geography or related field, with a specialty in GIS.

Experience: Four years of experience in practical GIS applications, including experience applying workstation or NT ARC/INFO, using ArcView software, and GIS database design and management. At least two years of experience must have been as a lead person, coordinator or supervisor in a GIS setting.

KNOWLEDGE, SKILLS & ABILITIES

Working knowledge of AML programming, Avenue programming and NT operating system. Familiarity with GIS/GPS-related equipment and peripherals; field data gathering methods also desirable. Capable of analyzing processes and developing/implementing programs and applications. Ability to supervise, train and evaluate the work of others. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Management-Level Position

SUPERVISES: GIS Technician

Employment Category: AFSCME (Salary range effective March 27, 1999 - \$4,233.13 - \$4,639.38/month)

Adopted by Board: March 21, 2000

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