

# NEW CASTLE COUNTY GOVERNMENT

Number 0230

Page 1 of 2

Date 07/01/16

## CLASS SPECIFICATION

**Title:** GEOGRAPHIC INFORMATION SYSTEMS  
COORDINATOR

**Approved:**



GENERAL STATEMENT OF DUTIES: Manages a professional Geographic Information System (GIS) staff, and manages a GIS operation in Information Systems; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class oversees the implementation of and maintenance of the GIS network, databases, equipment and software. These solutions often involve complicated or novel approaches to business needs. Work includes establishing policies, procedures and goals relating to the GIS operation and staff. Provides custom GIS solutions for internal and external customers through local and web-served applications. Daily direction and coordination is maintained with the Information Systems Manager.

### EXAMPLES OF WORK: (Illustrative Only)

- Supervises and evaluates subordinate GIS staff;
- Supervises supporting staff in the completion of special projects and reviews work to ensure compliance with existing policies and procedures;
- Creates GIS databases and organizes GIS file structures;
- Utilizes a variety of software programs including GIS, spreadsheets and databases;
- Utilizes a GIS for maintenance and analysis;
- Performs work necessary to maintain tabular data and digital map files in a manner consistent with recognized standards;
- Represents New Castle County as a GIS professional at local, state and national events;
- Analyzes data through querying and geo-processing to produce reports;
- Identifies, evaluates and manages the department's information system resources, such as hardware, software and future needs;
- Prepares and presents GIS procedures for training and informational seminars;
- Plans, schedules and reviews application support;
- Prepares exhibits, reports and statistics;
- Reviews aerial photography and makes determinations of features;
- Provides direction to technical and professional employees when necessary;
- Oversees and coordinates the GIS operation for Information Systems;
- Provides timely and accurate reports in support of management;

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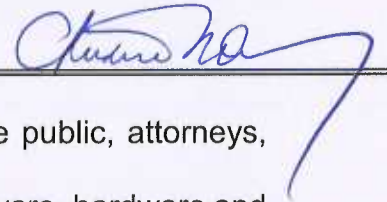
Page 2 of 2

Date 07/01/16

## CLASS SPECIFICATION

**Title:** GEOGRAPHIC INFORMATION SYSTEMS  
COORDINATOR

**Approved:**



- Provides mapping and GIS assistance and information to the public, attorneys, private agencies, and other government agencies;
- Maintains current knowledge and proficiency in the use of software, hardware and equipment required in the course of work;
- Creates and maintains configuration files for web applications including html, xml, javascript and style sheets;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer, GIS and other related equipment and software in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the principles and practices of GIS; good knowledge of cartography, topography, planning, surveying or civil engineering practices; familiarity with CAD, ArcGIS or similar programs; ability to supervise subordinate staff; ability to establish and maintain effective working relationships with other employees; ability to communicate effectively.

**MINIMUM QUALIFICATIONS:** At least five (5) years' experience in drafting, planning, GIS or related work at the level of GIS Analyst and possession of a Bachelor's Degree with major course work in geography, planning or related field; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check; possession of a valid Delaware Class D driver's license or its equivalent.

**HISTORY OF REVISIONS:**  
Established: 07/01/16