LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Cooperative GIS Coordinator	**FLSA:**	Exempt
DEPARTMENT:	Information Technology	**REVISED:**	1/23/2017

Summary: Under limited supervision, plans and manages the development of the Cheyenne and Laramie County Geographic Information System (GIS) Program; promotes the program, identifies priorities, coordinates development activities with other agencies, and assures the program achieves strategic and tactical goals.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops and implements GIS Program strategies to accomplish City, County AND Board of Public Utilities (BOPU) plans and goals; reviews GIS needs, and determines GIS development requirements; determines scope and priorities of projects, and coordinates development through Cooperative GIS Program.

- Represents the GIS Program to other City, County and BOPU departments, elected officials and external agencies; directs the coordination of GIS activities with departments, outside agencies and organizations.

- Works with City, County and BOPU GIS Coordinators to manage the overall GIS program development; evaluates and analyzes issues and recommends solutions.

- Oversees special GIS projects; provides leadership, direction and guidance in GIS technical strategies and procedures in cooperation with City, County and BOPU GIS Coordinators; assures effective communication of strategies and issues.

- Reviews and oversees quality control procedures to assure integrity of GIS database and accurate consolidation of data sets; maintains data library, and coordinates data sharing strategies.

- Interprets user concerns, defines desired results, develops solutions, and recommends direction of new GIS strategies in cooperation with City, County and BOPU GIS Coordinators; develops solutions to address coordination and integration of technologies.

- Participates on various GIS technical and advisory teams; provides advice and information on GIS data management and acquisition issues.

- Identifies training needs, develops training plans and promotes the use of GIS by providing training to City, County and BOPU staff on how to use the GIS tools that are available to them.

- Manages and coordinates numerous internal and external resources, including managing contracts and grants; maintains current and accurate financial and resource information on GIS operations.

- Attends meetings, makes presentations and serves as the principal planning and development advisor to the City and County on GIS programs and issues; monitors and reviews regional trends in GIS, and recommends operational improvements.

- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City, County and BOPU organization, goals, objectives, policies, procedures.
- Knowledge of the principles of Geographic Information Systems, including computerized data compilation, conversion, presentation and database management standards.
- Knowledge of principles and practices of technology management and systems integration in a government environment.
- Knowledge of the principles of surveying, mapping, global positioning systems and usage of aerial photography and satellite imaging.
- Knowledge of GIS computer languages, cartographic technologies and protocols.
- Knowledge of networked computer system environments and device capabilities.
- Knowledge of the principles and practices of strategic planning, project planning and management, and contract management.
- Knowledge of principles and techniques of GIS system development, application software, structured query language, spatial and tabular databases.

- Skill in analyzing GIS issues, evaluating alternatives, and making recommendations based on findings.
- Skill in analyzing needs of City, County, and BOPU departments and prioritizing GIS systems to meet their needs.
- Skill in understanding and working with data from multiple public and private sources.
- Skill in reading, understanding, developing, manipulating, and analyzing geographic information in a variety of data formats, including raster and vector data.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in presenting information in a public speaking setting such as training sessions, and public and interagency meetings.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, City, County and BOPU staff and the general public.
- Skill in operating a personal computer utilizing a variety of technical software applications.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Geography, Computer Science, or related field; and four (4) year's experience in managing spatial data in a GIS program; OR equivalent combination of education, training and experience; AND successful completion of a criminal history and background check.