

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: GIS Coordinator

DEPARTMENT: Technology Services

REPORTS TO: Technology Services Manager

PAY GRADE: 5, Full time (40 hrs./wk.), Benefits Apply, Courthouse Union

JOB SUMMARY: Oversees all GIS data, maintains GIS hardware and software, support GIS users, develops and maintains GIS website in coordination with the Technology Services Manager, coordinates and assigns addresses and road names, assist departments with GIS specific needs/projects, and work directly with the public on a per request basis. Support the MSAG Coordinator, Emergency Management, Community Development, Public Works, and all other county departments as needed. Works cooperatively and effectively with the public and other employees.

SUPERVISORY RESPONSIBILITIES: Supervision is not a responsibility of this position.

ESSENTIAL FUNCTIONS:

- Create and support multiple layers in Arc GIS; Knowledge of SQL databases; Experience with object-oriented programming.
- Responsible for County addresses used by the E911 Center to dispatch public safety.
- Assign, change and maintain County addresses and road names, both public and private.
- Create and support multiple layers in Arc GIS; Knowledge of SQL databases; Experience with object-oriented programming.
- Perform Technical Services in Support of County Geographic Information System.
- Communicate in a constructive manner and listen well. Written communications are clear, understandable, concise, including reports, memos, letters, and other written forms. Has the ability to communicate with equal ease with both customers and Vendors.
- Remotely troubleshoot client issues in a clear and positive manner.
- Deliver responsive, competent, and complete service to end users (either internal or external), treating all with respect, empathy, and confidence.
- Personal integrity and the ability to maintain the security and confidentiality of information processed by the department.

EXAMPLE OF DUTIES:

- Work on several projects simultaneously and without supervision; meet deadlines in a timely and accurate manner.
- Document work performed in both a technical and non-technical manner for case tracking and future troubleshooting.
- Trouble shoot various issues related to mapping including database maintenance, data base connectivity, printing maps etc.
- Continually maintain up to date knowledge of best practices with mapping software and hardware. Ability to research new and existing issues for troubleshooting and maintenance of county systems.
- Perform any other functions as directed by the Technology Services Manager.

EQUIPMENT TO BE USED: Electronic computing devices, calculators, network testing equipment, printers and other devices normally associated with the computing industry.

WORKING ENVIRONMENT/ PHYSICAL ABILITIES: Work is performed in an office setting with extended periods of sitting. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and talk and/or hear. The employee is occasionally required to stand, walk, climb or balance; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. This position requires good listening skills and regular and punctual attendance.

KNOWLEDGE AND ABILITIES:

- Knowledge of ESRI suite of software.
- Knowledge of current Windows Server Operating Systems.
- Knowledge of current SQL Database Software.
- Knowledge of current desktop Operating Systems.
- Knowledge of Python.
- Ability to use computer applications for word processing, data base applications, spreadsheets, internet, and computer mapping.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from Elected Officials, Department Heads, County employees and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

EDUCATION AND EXPERIENCE: BA degree in a closely related field with (2) years' experience OR an AA degree in a closely relate field and four (4) years' experience. Proven proficiency with ERSI Arc GIS software is essential.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check, driving record check and fingerprinting.
- Must possess and maintain a valid driver's license.
- Complete local Public Records Act training and Criminal Justice Information System security training within one (1) month of hire date.
- Sign a Non-disclosure Agreement with Walla Walla County.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.