

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: GIS COORDINATOR

GRADE LEVEL: M8

SUPERVISOR TITLE: Director of Administration

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA




DEFINITION

Under general direction, to administer the Geographic Information System (GIS) including planning, managing, and coordinating GIS activities, GIS application design, database development, hardware and software selection and maintenance, and specialized land based operations

CLASS CHARACTERISTICS

This is a full first line supervisory classification with responsibility for organizing and assigning duties, evaluating results, conducting performance appraisals and recommending personnel actions such as hiring, promotion, discipline and termination. Duties may include performing the most difficult and complex tasks assigned to the work unit. Positions assigned to this level independently perform highly technical and specialized duties this job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Supervise and participate in a wide range of GIS activities; establish work methods and procedures; assign duties and evaluate results
-  Conduct formal performance appraisals; participate in a variety of personnel actions including hiring, counseling, training, promotion, discipline and termination
-  Develop, recommend, and implement policies and procedures related to the administration of the District's Geographic Information System

- ✎ Provide direction, technical assistance, and training to lower level professional and technical staff
- ✎ Provide GIS application development support and maintenance using ESRI's GIS software, and Microsoft SQL Server
- ✎ Administration of the GIS by installing and maintaining software programs and upgrades; perform system backup and archival duties; install and maintain system hardware configurations
- ✎ Perform quality assurance of all GIS related information
- ✎ Prepare and evaluate potential GIS projects and prepare request for proposals for outside services
- ✎ Oversee and coordinate the work of various GIS consultants , contractors and staff
- ✎ Recommend, configure, test and deploy GPS-enabled field data collection solutions
- ✎ Prepare copies of documents as needed by the public and other District departments
- ✎ Respond to customer and District personnel inquiries
- ✎ Prepare various graphs and charts
- ✎ Provide GIS & GPS training to end users
- ✎ Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- ✎ Provide guidance during IT hardware/software systems selection & integration with GIS
- ✎ Provide support for CMMS/CIS/FIS/DMS integration with GIS
- ✎ Identify workflow improvements through GIS
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Principles of related information technology and database administration using Microsoft SQL Server
- ✎ Complex GIS concepts and using ESRI's GIS software (ArcGIS Desktop, SDE, Server, Portal, ArcGIS Online)
- ✎ Water distribution and wastewater collection systems
- ✎ Cartographic, surveying and engineering principles and practices as related to GIS
- ✎ Spatial Analysis Techniques
- ✎ Computer hardware and software configurations and operating systems
- ✎ Information Technology System integration concepts (GIS-CMMS-CIS-FIS)

- ✎ GPS technology and mobile technology for supporting District's field data collection operations
- ✎ Advanced SDE & SQL Server concepts to support a multi-versioned environment and database replication
- ✎ Public Works/Water Agency concepts and processes/workflows (water & sewer infrastructure, assessments, work orders, billing & water budgets)

Ability to:

- ✎ Effectively administer a complex public utility GIS
- ✎ Provide lead oversight and training to lower level staff
- ✎ Operate PC and use Microsoft Office Suite software
- ✎ Use and maintain plotting and digitizing equipment

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Three (3) years of experience performing professional level analysis and programming work in the maintenance of a public utility Geographic Information System preferably using ESRI's GIS software

Training: Equivalent to a Bachelor's Degree in GIS, Geography, information technology, or a related field. Specialized training ArcGIS Desktop, SDE, Server, SQL Server plus four years of public utility GIS work experience may be substituted for the bachelor's degree requirement

License and Certificates:

- ✎ California Class C Driver's License

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending

- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Regular attendance

The essential functions of this position will require the employee to be exposed to the following working conditions:

- ✎ Work in a temperature controlled office environment with moderate noise
- ✎ Occasional work in the field where noise is at times loud and employee may be exposed to hot and cold conditions; inclement weather, or traffic hazards

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date