Job Description – GIS Coordinator

Location: Whitestown, IN
Regular/Temporary: Regular
Full/Part Time: Full Time
Reports to: Director of Development Services
Wage (Hourly/Salary): NTE; $70,000/year

Job Purpose:
The GIS Coordinator directs and facilitates the development of the GIS program Town Wide. This includes establishing standards and procedures, maintaining GIS data, and training key staff. Effective management of program priorities and technical Quality Assurance/Quality Control will also be critical elements of the position.

Strong leadership, communication, and innovative problem-solving skills are expected when providing individualized customer service for GIS user needs. Continuing education to maintain industry knowledge for custom application development is important to facilitate the continued growth of the Town’s GIS program.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Assures the integrity, security, and effective performance of the GIS Program database(s)
- Develops GIS applications and web apps in ArcGIS in support of Town goals; coordinates and prioritizes GIS development projects with other Town departments, alliances and outside agencies; plans development projects to assure GIS projects meet objectives; evaluates trends, anticipates problems, and reports on performance and status of GIS projects
- Develops and maintains a Town wide training program to further the knowledge base of spatial information and appropriate outputs
- Serves as subject matter expert on GIS; assures effective communication of GIS system issues; analyzes problems and recommends solutions to meet standards and guidelines; prepares special and recurring reports and proposals for work projects, contracts, and GIS development plans
• Compiles and maintains geographic data from a variety of sources; scans, rectifies, and digitizes data, edits and refines GIS data, and updates database; performs quality control checks to assure data integrity
• Establishes quality control standards for GIS data layers for Town departments and other agencies; develops procedures to reduce system errors and enhance system functionality and stability; coordinates special projects with Town departments
• Evaluates and recommends new software, hardware and peripheral equipment; develops and monitors work procedures, policies and plans
• Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and Town staff; enthusiastically
• Provides and assists with public information and community input
• May be required to attend evening meetings
• Presents reports and other findings to staff, boards and commissions, and elected officials

Education, Knowledge, and Skills:
• GIS Coordinator position requires a degree in geographic information systems, geography, planning, civil engineering, or a related area of study
• Minimum of 4 years of professional experience working with geographic information systems
• GISP Certification is preferred
• Prior municipal experience in a planning, engineering or GIS related role
• Advanced knowledge of the philosophies, principals, practices & techniques of GIS systems
• Knowledge of effective writing techniques
• Knowledge of principles and practices of research and date collection
• Oral communication and interpersonal skills to explain rules and procedures clearly to the public
• Organizational skills
• Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
• Ability to work on several projects or issues simultaneously
• Ability to work independently or in a team environment as needed
• Evidence of strong customer service skills, reflecting a high degree of tact, tolerance and respect when dealing with the public at large
• Knowledge of current technology and software applications (including Microsoft Office suite) appropriate to the assigned responsibilities
• Ability to withstand pressure of competing priorities and varied responsibilities, while working efficiently and effectively to produce positive resolutions
• Ability to manage and conduct in-person and virtual public participation activities, meetings and hearings
• Able to manage information in a timely and accurate manner.
Physical Demands/Work Environment:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be able to:
- Work in a standard office environment
- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone
- Work some evenings and weekends
- Deal with the public in a calm, constructive, and reasonable manner
- Read and analyze documents and use a computer
- Lift a maximum of 25 pounds

Please send your completed Town of Whitestown Employment Application and resume to Todd A. Barker at tbarker@whitestown.in.gov