



**GIS Coordinator**  
**City of Franklin, Reporting to the Planning Director**  
**Up to \$60,000 yearly. Salary Non-Exempt**

**The City of Franklin is currently accepting application for the newly created position of GIS Coordinator.**

The best suited candidates will have a Bachelor's degree in Geography, GIS Geomatics or a related field plus 3-5 years of professional experience in GIS administration. In addition, candidates should have a strong understanding of relational databases, familiarity with web GIS development and experience with GPS data collection, surveying and mobile mapping workflows.

The GIS Coordinator is responsible for the creation, design, implementation and maintenance of the City's Enterprise Geographic Information system (GIS). This position manages all GIS data, applications and services to support City departments in planning, engineering, public works, utilities, and public safety. The coordinator ensures the accuracy, integrity and accessibility of spatial data and leads GIS-related projects and initiatives using Esri technologies.

**The essential elements of the job include,**

- Administering the City's ArcGIS enterprise environment, including portal, server, and data store.
- Configuring and administering ArcGIS online organizational accounts, groups, and user roles.
- Ensuring proper licensing, security, and backup procedures for all Esri platforms.
- Coordinating the integration of GIS with other enterprise systems
- Monitoring system performance and performing regular updates, patches and configuration improvements.
- Maintaining metadata, documentation and version control for all GIS datasets.

**Other job responsibilities include,**

- Data management and analysis – Geospatial database development and statistical analysis and support. Manage large scale data conversions, imports and exports across multiple systems. Oversee field data collection efforts using ArcGIS field maps, survey123, and mobile GPS technology.
- Application Development – Develop, publish and maintain web maps and web applications. Design dashboards for City management and public access. Customize tools and applications for workflows. Provide web-based solutions to streamline permitting, inspection and asset management processes.
- Project coordination and support. Lead GIS projects from concept to implementation. Coordinate GIS activities between departments and outside agencies. Provide training and support to end users. Continue to stay up to date on emerging technologies and industry trends.
- Cartography and Visualization. Create detailed maps, graphics and visualizations for City reports and presentations. Produce thematic maps for zoning, emergency response, transportation and infrastructure planning ensuring all products adhere to standards.
- Data sharing and collaboration – Manage GIS data sharing with state and regional partners. Support open data initiatives and ensure compliance. Develop and maintain data sharing agreements, coordinating data exchanges.

**Applications may be obtained from City Hall or online [HERE](#). Please send your Resume and Application to [Franklinjobs@franklin.in.gov](mailto:Franklinjobs@franklin.in.gov). This is representative of the job description but is not the entire job detail. Applicants will be given the job description upon interviewing for the position.**

**[The City of Franklin is an Equal Opportunity Employer](#)**

