



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

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| Job Title: GIS Coordinator | Job Code: ##### |
| Reports to: GIS Manager | FLSA Status: Non-Exempt |
| Department: GIS | |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

The purpose of this classification is to create, maintain, manipulate, and plot spatial data and associated databases by using a variety of software and hardware products according to the needs of the County agencies and municipalities, as well as the general public.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Creates and QA/QCs GIS data and acquired digital data according to specific requests from County departments using ESRI's Arc suite of products and associated commands needed to process data into a useable format

Coordinates the exchange of GIS datasets to meet contractual obligations

Integrates incoming datasets and maintains data integrity to align with established schemas, coordinate systems, and relational datasets and tables

Maintains field solutions for data collection

Maintains logins and licenses for GIS software users including ArcGIS Online, Eagle View/Pictometry, and RightSpot

Maintains zoning updates in GIS data; makes comparisons and/or corrections referencing zoning maps, deeds, plats, and the Tax Assessor's digest.

Maintains software; loads, reviews, and learns software revisions and upgrades for new software; renews licenses for users, educates coworkers on use of spatial software or operating systems necessary to manipulate, back up, or purge files, hard drive maintenance, configuration, and customization

Coordinates and maintains GIS Licensing agreements



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Principal Duties and Responsibilities (Essential Functions) Continued:**

Fields mapping requests from County departments and the public and aligns map production with the cartographic standards of the department

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheets, or other software programs

Updates GIS soil classification and CAMA cloud data for the Tax Assessor's office

Updates and coordinates data layers to be consistent across all GIS software and mapping platforms

Assists in plat review for internal departments

Coordinates addressing with postal officials, Planning and Zoning Departments, E911, and Tax Assessors in alignment with addressing policies and procedures

Implements GIS training under the supervision of the GIS Manager

Attend training, seminars, workshops and meetings to maintains current knowledge of industry trends and technology

Well versed in the use of modeling, and scripting languages (Python, Arcade)

Maintains modeling routines for increased efficiency

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate GIS data, maintenance, exchange of information, or resolve problems

Able to work independently, with little supervision, and be self-driven

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Completes tasks of the GIS Technician in their absence.

Performs other related duties as required.



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MINIMUM QUALIFICATIONS

Bachelor's degree in GIS, Geography, Cartography, Earth Science, or closely related field; supplemented by six (6) years previous experience and/or training that includes ESRI's software suite and computer experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Preferred certifications:

- GIS Certified Professional GISP
- GIS Fundamentals Foundation
- ESRI ArcGIS Desktop Professional
- ESRI ArcGIS Pro Associate or Professional

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.



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Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Effingham County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.