City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Geographic Information System (GIS) Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>GSCO</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>23</td>
</tr>
<tr>
<td>Date Revised:</td>
<td>12/14/2020</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**General Summary:** This position is responsible for managing the City and County Geographic Information System including but not limited to working with various staff to plan GIS projects and provide technical leadership and supervision to the GIS division.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans and develops GIS projects by prototyping software solutions.
- Automates processes using GIS programming languages.
- Manages and directs work assignments for GIS staff.
- Coordinates data development and maintenance for City and County departments.
- Coordinates the development and implementation of projects and long-range plans for the GIS.
- Provides technical leadership and training to City and County staff for GIS.
- Researches, evaluates, implements, and maintains hardware and software changes and upgrades.
- Writes requests for proposals for GIS services, and manages contracts.
- Coordinates the financial administration of the system, to include but not limited to approving purchasing, developing budgets and financial plans for the division.
- Performs GIS analyses for City and County agencies.
- Explores opportunities to improve quality of service and service delivery processes and systems.

**Qualifications:**

**Education and/or Experience:**

Master’s degree in geography, GIS, or a related field and eight years of progressively responsible experience; or a Bachelor’s degree in geography, GIS, or a related field and nine years of progressively responsible experience, in the operation of geographic information systems using ArcGIS software; to include a minimum of two years of supervisor/management experience.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and work is primarily performed indoors at a desk environment. Some field work may be necessary.

**Physical Demands:**

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.