

# GIS Coordinator (SD/FD)

**Class Title**

GIS Coordinator (SD/FD)

**Class Code**

44812

**Salary**

\$4,654.00 - \$6,413.33 Monthly

- DEFINITION
- BENEFITS

**Definition**

**THIS IS A SPECIAL DISTRICTS POSITION ONLY**

Under direction, performs a variety of duties related to the development, maintenance, and administration of the Departments automated mapping program; provide support for user department's GIMS applications; directs and supervises the work of mapping staff responsible for the preparation of maps and analysis; performs related duties as required.

**Distinguishing Characteristics**

This single class position manages technical projects and supervises the work of mapping staff. Incumbents work closely with other departments in planning, coordinating and overseeing GIMS applications. Incumbents are responsible for the development and operation of a centralized computer GIMS to support various departments. Incumbents provide technical advice and recommend policies, procedures, enhancement and acquisition of GIMS hardware, software and services. This position reports to the MIS Supervisor.

**Examples of Duties****Duties may include, but are not limited to:**

1. Coordinates with the departments Information Systems staff to determine hardware needs and cost for maintaining the map and associated databases and to accommodate software and tabular data upgrades.
2. Operate graphic work stations to create exhibits and maps for client departments; prepare demonstrations of the automated mapping system; create a variety of reports; develop procedures for map use.
3. Negotiate and effect electronic data exchanges with other departments, government agencies and private businesses.
4. Develops agency response boundaries and response areas; develops driver time studies and prepares specialized maps as requested.

5. Act as project manager to work with consultants to develop new mapping elements; perform quality control for any graphic or database elements.
6. Manage updating of the digital base map; maintain a map library of symbols and layers; maintain data dictionaries; develop procedures for maintenance of databases.
7. Train staff to retrieve data, update databases and to use the digital topographic base map to prepare exhibits, maps and construction plans; provide training sessions on software and the digital topographic base map.
8. May be required to respond to large incidents to provide mapping services and damage assessment studies.
9. Provides vacation and temporary relief as required.
10. Provides other duties as required.

Plans, organizes, manages, and coordinates the activities of GISM projects; provides leadership, direction and guidance for development and operational activities of the project in compliance with the Departments goals and objectives.

**Representation Unit**

Non-Represented

**Salary Range**

N40

**Supplemental Information**

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

**Minimum Requirements**

Must possess an Associates Degree from an accredited college with major coursework in computer aided drafting and design, geographic information systems, geography, environmental science, information systems, or directly related field.

Three (3) years of increasingly responsible experience in GIS, computer aided drafting, computer mapping and design, or land surveying, including one (1) year of experience either supervising other employees or functioning as a team leader on various projects

Must possess and maintain a valid California Class "C" Drivers License.