



JOB DESCRIPTION

POSITION TITLE:	Information Systems Coordinator
DEPARTMENT:	Public Works & Natural Resources
REPORTS TO:	Public Works & Natural Resources Director
EMPLOYMENT STATUS:	Overtime Exempt (Computer-Related); Unrepresented
PAY GRADE:	11

NATURE OF JOB:

This is an intermediate administrative and technical position, the primary functions of which are management and coordination of all operations of the City's GIS system and asset management system (Cartegraph), including data maintenance, software programming, coordination, development and implementation of software features/modules/ or components, developing reporting, and providing staff training. Position also requires management of other special public works and/or natural resource projects or programs as assigned, including tracking of data such as contracts management, measuring and reporting metrics, research, and monitoring project timelines, requirements and standards.

Work is performed with administrative and professional independence under the general direction of the Public Works and Natural Resources Director. Work is reviewed through conferences and observation of results.

MAJOR AREAS OF RESPONSIBILITY:

GIS System Manager

- Oversees the City's GIS database system including various maps and features such as City base, MUSA, water, storm, sewer, zoning, land use, wetland inventory, subdivision, park and trail system, watershed maps, lot lines and topography and physical features.
- Performs ongoing entry of GIS information; collects, creates and interprets spatial and non-spatial data; manages databases for use in a variety of applications.
- Coordinates with Scott County, consultants, other government agencies to assure data is up-to-date and in common useable format.
- Develops and coordinates GIS integration into other tools and/or databases such as Laserfiche, PropMan and Cartegraph.
- Coordinate and manages all aspects of State Aid System Funding.
- Assists and trains staff in use of GIS software.

Cartegraph System Manager

- Oversees the City's Cartegraph asset management database system including collecting data, identifying priorities for implementation of new asset modules, system maintenance, access and programming, and development of reports.
- Responsible for establishing policies and standard practices for the consistent and on-going update of data.
- Plans for and implements the hardware, software and training necessary to migrate to mobile solutions.
- Assists and trains staff.



JOB DESCRIPTION

Project Management

- Performs research on special projects, collects data and prepares reports presenting information and conclusions. Acts as project manager on assigned projects.
- Tracks project metrics, standards, timetables, contract requirements, and reporting deadlines as assigned.
- Assists in the preparation, implementation, and monitoring of various agreements, contracts, leases and licenses.
- Maintains a variety of time and activity records; prepares and submits reports on a regular basis.
- Participates in preparation of specifications; site plans and improvements as assigned.
- May perform inspection duties pertaining to public works, natural and water resource programs or infrastructure.
- Communicates programs and project activities with other city staff, customers and residents as needed.

Other

- May attend City Council and city committee meetings as needed.
- Meets with other cities and agencies for coordination of public works activities as assigned.
- Performs other work as required.

TRAINING AND EXPERIENCE QUALIFICATIONS:

A combination of training and experience equivalent to the following:

- Two-year technical college program in a computer science, public works technology, water resources, or related field.
- Three to Five years experience with computers including GIS, and operating database, spreadsheet and information systems applications.
- Three to Five years of progressively responsible experience in project management involving public works and/or water resource activities.
- Valid MN Class D Drivers License.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of the materials, methods, and techniques used in repairing, maintaining and constructing public works facilities.
- Ability to plan, organize, and manage multiple tasks with minimal supervision.
- Ability to collect, interpret, enter and analyze data in an efficient and accurate manner.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with other employees, subordinates, and the general public contacted in the course of the work.
- Ability to maintain records, prepare reports and perform various complex administrative duties pertaining to the area of responsibility.
- Ability to communicate effectively both orally and in writing.
- Proficiency with database applications, spreadsheets and Microsoft applications.

ENVIRONMENTAL CONDITIONS:

- General office conditions.
- Some exposure to outside and inclement weather.
- Position requires driving.



JOB DESCRIPTION

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. While performing the duties of this job, the employee is regularly required to reach with hands and arms, frequently required to stand, walk and use hands to finger, hand, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel crouch or crawl and talk or hear. May occasionally lift up to 25 lbs. Specific vision abilities required by this job include close vision, distance visions, color vision, peripheral vision, depth perception and ability to adjust focus.

ELEMENTS:

PHYSICAL FACTORS: (as the job is presently performed)

Motor skills (coordinated)	Sit	Stand	Walk
Carry	Climb	Move 25 lbs.	Finger Manipulation
Grasp	Vision/See	Hear	Reach
Turn/Twist	Balance	Depth Perception	Operate Computer/Type
Operate Motor Vehicle	Operate Electronics (phone, voicemail)		

MENTAL FACTORS: (as the job is presently performed)

Read/comprehend	Write/express	Calculate	Speak/express
Reason	Adapt	Stress Control	Initiative
Memory	Discipline	Tact	Attention Span
Plan	Organize	Direct	Coordinate
Match (compare)	Mental Alertness	Task Sequencing	Decision Making
Accuracy	Perceive Form	Perceive Speed	Mechanical Aptitude
Concentration			

JOB CONDITIONS: (as presently exists)

Normal Office	Crowds/Isolated	Vehicle (drive/ride)	Color Perception
Wet	Noise	Outdoor Conditions	

EQUIPMENT & TOOLS SKILL (as the job is presently performed)

Personal Computer	Office Equipment (copiers, scanners, fax)	Vehicle	Mobile phone
-------------------	---	---------	--------------