

ARKANSAS EXEMPT JOB ANALYSIS QUESTIONNAIRE

Date: 8/4/04

Requested Job Title: Geographic Information System Coordinator

1. Purpose of job

What is the purpose of the job? Why does the job exist?

This is advanced supervisory and professional work in directing and coordinating a department's geographic information systems (GIS) functions. The employee in this class is responsible for directing and coordinating inter- and intra-agency GIS functions which may involve serving as the agency expert on spatial technology matters and as a representative on GIS committees and user groups. Work entails planning, coordinating and facilitating GIS projects/activities, directing or performing related administrative fiscal functions, and integrating GIS technology throughout the agency. Duties also include creating, adopting and modifying GIS standards and procedures. Additional duties may include contributing spatial data to a statewide clearinghouse that facilitates the sharing of data, improving agency services/operations through the use of spatial technology, and providing advice on data acquisitions. Other duties may include seeking out funding coalitions, GIS development opportunities and data sources. Supervision is exercised over assigned professional and/or technical staff engaged in tasks relating to GIS technology. Administrative direction is received from management personnel; however, the employee is expected to exercise considerable initiative and independent judgment in directing or assisting in the direction of the agency's GIS activities.

2. Major responsibilities and essential functions (list in order of importance)

What are the responsibilities?

Why is the activity performed?

How are they done?

What is the measure of success?

Percentage of time?

What direction of others is involved?

Directs and coordinates inter- and intra-agency GIS functions.

Plans, coordinates and facilitates GIS projects/activities.

Serves as agency expert on spatial technology matters.

Integrates geographic technology throughout the agency and existing systems; improves agency services/operation through the use of spatial data.

Manages project implementation; directs feasibility studies and recommends GIS solutions.

Creates, adopts and modifies GIS standards and procedures to develop and maintain efficient geographic information systems.

Evaluates and plans organizational GIS needs; communicates with vendors; researches, reviews and prepares bid proposals and specifications; evaluates bids and provides recommendations.

Directs or performs related administrative tasks involving budgeting and fiscal analysis, contracts, memorandums of understanding and cooperative agreements.

Contributes spatial data to a statewide clearinghouse and facilitates its use.

Provides guidance in GIS and geodatabase design, implementation and management; advises on data acquisitions.

Seeks funding coalitions, GIS development opportunities and data sources.

Supervises, assigns and evaluates the work of professional and/or technical staff, engaged in tasks relating to GIS technology.

Serves as a representative on GIS committees and user groups; participates in meetings and training seminars.

Performs other related work as assigned.

3. Knowledge

What techniques and/or practices are necessary? Why?

Extensive knowledge of the principles, practices, terminology and trends in GIS, spatial data and related technology.

Thorough knowledge of geographic information applications, analysis and the relationships between different types of spatial data.

Thorough knowledge of agency's functions, automated information systems and their relationships.

Thorough knowledge of the principles and practices of administration.

Considerable knowledge of the principles of project management.

Considerable knowledge of the principles of systems design and administration, and of various computer platforms.

Considerable knowledge of the principles of cost benefit analysis.

Working knowledge of the information strategic planning process.

Working knowledge of the procurement process.

List specific education requirement(s)

Six years of professional or technical experience in geographic information systems work, of which at least two years must have been in a professional supervisory capacity.

List experience requirement(s) and number of years required in each.

Graduation from an accredited four-year college or university with at least fifteen (15) semester hours in geographic information systems, geography, cartography, earth science, natural resources, remote sensing, environmental science, computer science, civil engineering, surveying, or closely related areas.

List required licenses or certificates.

NA

4. Problem solving and decision making

List how the jobholder solves problems (i.e., planning, scheduling, creativity techniques, complexity of procedures, degree of independent thinking, and resourcefulness or ingenuity required. List examples of required development of new methods. What are the consequences if problems are not solved?

Ability to utilize project management tools.

Ability to organize and direct the preparation, implementation and maintenance of standards, policies, procedures, guidelines, metadata and technical manuals.
Ability to direct, train and evaluate the work of assigned staff.
Ability to organize work and solve problems.
Ability to establish and maintain effective working relationships.
Ability to communicate effectively.

5. Resource responsibility

List annual pay of personnel who report to jobholder: \$303,000

List annual operating budget (include pay): \$659,000

List any other financial resources (i.e., annual project value/cost, shop order value, total sales, unit payroll, gross sales booked, purchasing/contracts volume, transportation costs, facilities budget assets, investment income, program development costs, and gross sales billed).

The position also includes oversight and management of the State GIS Trust Fund and also preparing recommended expenditures of the fund for the Executive Chief Information Officer, State Land Information Board and the Governor.

What is the jobholder's role in planning, organizing, acquiring, or monitoring these resources?

The position receives advice and recommendations from staff regarding travel, maintenance and operations of the technology assets. Receives and evaluates budget reports from fiscal staff.

What is the jobholder's impact in planning, organizing, acquiring, or monitoring these resources?

The position makes decisions on operating budget and makes recommendation to Executive Chief Information Officer for final approval.

6. Skills of persuasion

Describe the communication skills required in the job (e.g., explaining, convincing, and selling).

Are contracts inside or outside? Who is communicated with and why?

What type of oral or written communication is involved? What are the levels of contacts?

This job requires strong oral and written communication skills that are used to communicate strategic GIS program direction on the executive level. These communications include program funding initiatives, program information about statewide GIS activities, best practices and related federal and state GIS standards. Intra-agency Contacts include direct contact with all staff within the Geographic Information Office and Office of Information Technology. Inter-agency Contacts include liaison with the Executive Chief Information Officer, the Governor, State Land Information Board, State Agency Directors, Legislators, the Governor's Technology Liaison, GIS directors within other state agencies, and GIS directors within Federal agencies. Other Public Entity Contacts include senior elected officials in county and city government as well as contact with private entity contacts.