

Annual Salary

Range: \$52,356.00 - **Index No:**4820
\$75,144.00

Twice-A-Month

Salary

Range: \$2,181.50 -
\$3,131.00

Pay Grade:

A34

**MISSOURI GEOGRAPHIC INFORMATION SYSTEMS
COORDINATOR**

DEFINITION

This is advanced supervisory and professional work in directing and coordinating a department's geographic information systems (GIS) functions.

An 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.

Any one position may not involve all of the specified duties or knowledges, skills and abilities, nor are the listed examples exhaustive.

EXAMPLES OF WORK

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.

KNOWLEDGE, SKILLS AND ABILITIES

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.

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.

EXPERIENCE AND EDUCATION QUALIFICATIONS

(The following entrance requirements are used to admit or reject applicants for merit system examinations, or may be used to evaluate applicants for employment in positions not requiring selection from merit system registers. When applicable, equivalent substitution will be allowed for deficiencies in experience or education.)

Two years of experience as a Geographic Information Systems Specialist under the Missouri Uniform Classification and Pay System.

OR

Five 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; and 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.

(Professional or technical experience in geographic information systems work may be substituted on a year-for-year basis for deficiencies in the stated education. Graduate education in the above fields may be substituted on a year-for-year basis for a maximum of two years of the stated general experience.) (One year of professional or technical experience in geographic information systems work may be substituted for the 15

semester hours when the college graduate lacks the specialized undergraduate coursework.)

(Effective 7/1/02)