

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** GIS Coordinator  
**DEPARTMENT:** Information Technology  
**FLSA STATUS:** Exempt

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**GENERAL PURPOSE:**

Performs intermediate-level professional work in the Information Technology (IT) department. Coordinates the Geographic Information System (GIS) for all departments within the City to facilitate enterprise-wide access to mapping services. Responsible for the creation of custom applications to facilitate the access and utilization of data by staff. Work is performed independently under limited supervision with considerable moderate latitude. Position typically requires processing and interpreting more complex, less clearly-defined issues.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and maintains geographic datasets for both internal and external use
- Develops and maintains the external mapping application hosted on the City website
- Creates custom applications for the access and utilization of geographic information by City staff
- Attends various GIS-related seminars to coordinate with other municipalities and counties for potential shared information sources
- Provides analysis of all data having a geographic extent/location
- Creates maps and map-related products and provides to stakeholders citywide
- Provides periodic reports regarding which system upgrades should be implemented to maintain overall system adequacy
- Provides presentations and updates to the City Manager and City Commission as directed
- Provides training and oversight to department designees as required
- Performs other duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in civil engineering, geography, cartography or related discipline; supplemented by two (2) or more years' experience in geographic information systems, information technology, software development, networking, programming, and communications; an equivalent combination of education, certification, training, and/or experience may be considered.

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Geographic Information Systems (GIS) certification is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of ArcGIS applications for the creation, maintenance, and dissemination of geographic data
- Knowledge of computer programming and database administration
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in GIS software products
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

### **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date