



## **GIS Coordinator** **Job Description**

**Pay Scale: \$70,000 to \$105,000**

**Exempt:** Yes

**Department:** General Manager

**Reports To:** General Manager

**Date Prepared:** April 16, 2025

**Date Revised:**

**Safety Sensitive:** This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion, and random drug and alcohol screening.

### **GENERAL DESCRIPTION OF POSITION**

Direct planning, design and studies, coordinate GIS work activities within and outside the utility; advise staff on development of overall direction of GIS implementation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop long-range plans and budget that affect the GIS development, implementation, and operation.
2. General responsibility for GIS operations and overseeing GIS policies and activities.
3. Coordinate GIS activities with the Benton Utilities and City departments involved.
4. Manage the design, development, and implementation of GIS applications as required, and provide training to relevant personnel in their use.
5. Provide technical support to the Utilities' user community on GIS and related technologies.
6. Oversee the maintenance and update of data within the Utilities' GIS databases.
7. Assist in the production of geographic data products for system users, other public agencies and the general public.
8. Comply with recommended safety procedures and guidelines at all times, including wearing of proper safety equipment.
9. Continue professional growth and expertise through consistent review of applicable trade publications and attendance at job related seminars, schools, and workshops.
10. Advise General Manager on all activities occurring under supervision.

11. If an emergency is declared for the company, the employee will be required to report to work until all services are restored to the Utilities customers.
12. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 3 years related experience and/or training, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

### **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Arkansas Driver's License and meet the requirements of Benton Utilities' insurance carrier.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Advanced: Database

Intermediate: 10-Key, Alphanumeric Data Entry, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Accounting, Programming Languages

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

**MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

**SUPERVISORY RESPONSIBILITIES: Not at this time**

This position may supervise a small staff in future years.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$100,000.

**ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

**ACCOUNTABILITY****FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; and frequently required to use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

## **ADDITIONAL INFORMATION**

Must maintain a personal telephone

Knowledge of the following systems a plus: Windows NT, ESRI GIS software, Autodesk CAD software, and Microsoft SQL Server.

Working knowledge of the following development tools: Microsoft Visual Basic, Visual C++, AML, Avenue, and SQL.

Ability to oversee the system operation on a day-to-day basis.

Ability to oversee the installation and implementation of system resources and periodic system upgrades.

### **SAFETY SENSITIVE**

This is a SAFETY-SENSITIVE POSITION: A safety-sensitive position is a job or position where the employee holding this position has the responsibility for his/her own safety or other people's safety. Lack of attention in a safety-sensitive position can result in an incident that adversely affects the health or safety of employees, contractors, customers, the public, or the environment. An employee has to be with clear mind and diligent while occupying this position.