

Town of North Reading, Massachusetts
Job Description

Position Title:	GIS Coordinator/Public Safety Computer Technician		
Department	Information Technology	Date:	8.03.15
Reports to:	Manager of Information Systems	FLSA Status	Exempt

Statement of Duties

The GIS Coordinator is responsible for managing all GIS operations for the Town. Employee is required to perform all similar or related duties.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plans, develops and maintains the GIS within the Town of North Reading
- Coordinates the use of GIS data and software with other Town Departments
- Strong knowledge of GIS concepts and familiarity with modern applications including desktop, web, and mobile
- Strong hands on GIS software skills, including field data collection methods and data automation techniques, to perform or direct the maintenance of the Town’s GIS data infrastructure including parcel, utility, transportation, and thematic data sets
- Familiarity with relevant industry data standards and demonstrated experience implementing such data standards
- Familiarity with the ESRI software suite including ArcGIS desktop and ArcGIS Server
- Familiarity with municipal business systems and databases including utility billing, tax billing, CAMA, permitting
- Experience conducting GIS software and application training for users from a variety of disciplines and levels of technical expertise
- Strong database management and systems integration skills and experience including SQL Server, PostgreSQL, Microsoft Access
- Must have a strong background in computer hardware knowledge and troubleshooting
- Installation, maintenance, and troubleshooting of software, and computer hardware, including peripherals.
- Offer technical support on-site or via phone or email.
- Maintain computer security, access, and user accounts.
- Produce well designed cartographic documents for internal and external uses
- Promote GIS capabilities and scope level of effort for projects
- Create and maintain mobile or web-based maps for office and field use
- Conduct geospatial analyses for department and enterprise level projects

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Ability to effectively manage multiple projects simultaneously

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in Geography/Cartography/GIS/ Civil Engineering/Land Surveying or related field discipline with five (5) years of experience in the GIS field, or related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Knowledge, Abilities and Skill

Knowledge: GIS best practices for municipalities, Logical Data Modeling and relational databases, cartography and surveying techniques, Assessors property maps (parcel maps), MassGIS Datalayers, Pictometry, GPS field collection, TIGER products (US Census Bureau) and survey plans.

Abilities: Ability to evaluate existing GIS programs and policies. Ability to develop and build a GIS capable of serving the needs of a Town recognized for innovation, efficiency and a data-driven style of management.

Skill: Skill in coordinating various programs and projects simultaneously; and an ability to communicate effectively both verbally and in writing.

Full time 35 hours a week: Salary \$50,000 with Benefits.