

**Town of North Reading, Massachusetts  
Job Description**

<b>Position Title:</b>	GIS Coordinator		
<b>Department</b>	Department of Public Works	<b>Date:</b>	12/12/17
<b>Reports to:</b>		<b>FLSA Status</b>	Exempt

**Statement of Duties**

The GIS Coordinator is responsible for managing and coordinating 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 GIS software with other Town Departments
- Performs and directs the maintenance of the Town’s GIS data infrastructure including parcel, utility, transportation and thematic data sets
- Develops GIS technologies to improve asset management in a wide variety of areas within the Town
- Offers GIS technical support on-site or via phone or email.
- Produce well designed cartographic documents for internal and external uses
- Develops standards and policies for Town use of GIS data and systems
- Collect and analyze asset data sets from field collection or other outside sources
- Promotes GIS capabilities and scope level of effort for projects
- Facilitates use of GIS system in mobile or web-based applications
- Develops maps for various town departments for office and field use
- Conducts geospatial analyses for department and enterprise level projects

**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 progressive 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:**

Strong knowledge of GIS concepts and familiarity with modern applications including desktop, web, and mobile. Knowledge of GIS best practices for municipalities, Logical Data Modeling and relational databases, cartography and surveying techniques, Assessors property maps (parcel

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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. Ability to work with multiple town departments and be well organized.

- Ability to effectively manage multiple projects simultaneously
- Capable of managing time and workload to ensure deadline are met

Skills:

- Skill in coordinating various programs and projects simultaneously; and an ability to communicate effectively both verbally and in writing.
- 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 software and hardware knowledge

**Physical Demands and Mental Requirements**

*The physical demands 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 position's essential functions.*

**Physical Skills**

- Some physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Some outside field work is required to include walking or performing tasks in outdoor elements. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.).

**Motor Skills**

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- Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Skills

- Visual demands include constantly reading documents for general understanding and for analytical purposes and routinely reviewing maps and blueprints with a need for color vision.

Full time 35 hours a week: Annual Salary Range \$54,000-\$59,000 with benefits