



WORKING TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR	CLASSIFICATION: GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR
DEPARTMENT: ASSESSOR	DIVISION: ASSESSMENT & TAX
PAY RANGE: OPEU 22	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

The Geographic Information Systems (GIS) Coordinator provides technical support, consultation, coordination, management and guidance in the development and ongoing maintenance of the County’s geographic and land information systems. Plans, designs, implements and manages the County-wide geographic information system (GIS).

Coordinates with participating County Departments, and other GIS vendors regarding the management of the Yamhill County GIS. Administers and curates GIS data including department geodatabases and shapefiles used for data analysis and county projects. Prepares and provides access to GIS data to members of the public, private entities, as well as local, state, and federal agencies.

SUPERVISION RECEIVED:

The GIS Coordinator receives general direction from the Deputy Assessor.

SUPERVISION EXERCISED:

Direct supervision is not a function of the GIS Coordinator, but the incumbent may provide functional and technical direction and guidance to professional, technical and administrative staff.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Plan, coordinate, and guide the County’s GIS support activities including the implementation of new GIS technology and software; research new GIS technologies and make appropriate recommendations to management.
- Initiate, review, coordinate and guide the development of an integrated County-wide GIS plan; coordinate activities with all County personnel that utilize GIS services; coordinate work activities among departments with GIS projects; ensure the effective and efficient development and implementation of GIS projects.
- Oversee the development of short, intermediate and long-range GIS processing plans; identify annual GIS system hardware and software needs; develop plans for GIS hardware and software support; coordinate and guide the implementation of those plans within budgetary constraints.
- Oversee, perform and lead the development and use of various County GIS geodatabases; design, develop, test and manage procedures and models using appropriate GIS tools and software; work with other GIS professionals, both in the county and outside the county, to develop and design GIS data editing.

- Design and develop GIS and related applications, procedures and programs as required; test procedures and programs to ensure that desired results are achieved and make necessary changes; review GIS support efforts to track and report on performance.
- Prepares annual written reports with recommended actions on applications and overall GIS performance.
- Initiate and oversee the development of public access web-based features for querying and viewing county data, documents and maps; coordinate, develop, test and support web-based applications for viewing, browsing and analyzing GIS and land-based information by County staff and the public using GIS tools and software; coordinate the use and delivery of data with County departments.
- Act as the liaison between the County and outside agencies on GIS and land-based information systems.
- Prepares and periodically reviews map documents, using proper cartographic techniques and best practices, for the Assessment and Tax Office and other County Departments as requested.
- Creates and actively manages GIS geodatabases using database management best practices.
- Creates geospatially accurate GIS geodatabases and periodically reviews GIS data for accuracy and completeness.
- Ensures data changes are accurately incorporated into the Countywide GIS geodatabases, using proper geospatial techniques and best practices.
- Provide and coordinate staff training on the GIS platform as needed. Provide assistance to the management team on GIS and licensing contract negotiations, bid preparations and evaluations within established budgetary constraints.
- Assists the public with GIS data delivery.
- Provides basic troubleshooting and guidance to the public regarding the access and use of the County GIS web map service.
- Performs other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern GIS principles, procedures and practices.
- State of the art GIS software including GIS system architecture.
- GIS data management best practices.
- Current trends and developments in the principles, objectives, techniques and standards of cadastral mapping.
- Understanding of GIS data creation and management techniques and best practices.
- Spatial analysis and GIS data management.

SKILL IN:

- Operating GIS software and associated computer systems sufficient to effectively carry out the duties typical to the position.
- Using GIS software to develop applications and other GIS tools.
- Using programming language(s) typical to GIS software to automate tasks, build data analysis tools and extract data for reports.
- Performing research; compiling and analyzing technical data.
- Planning and managing multiple projects.
- GIS software packages, preferably current ESRI ArcGIS Enterprise and ArcGIS Desktop

applications.

- Drafting and interpreting maps.
- Communicating effectively, both orally and in writing.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management, record keeping programs and other applications typical to an office environment.
- Working independently and as part of a team.

ABILITY TO:

- Perform research, compile and analyze technical data.
- Prepare and present clear and concise reports.
- Express ideas and convey information effectively both orally and in writing.
- Interact with state and local government officials and the public in a courteous and tactful manner.
- Work independently within established policies and procedures.
- Establish and maintain effective working relationships with supervisors, co-workers, other county employees, public and private officials, and the public. Organize, draft, and revise map documents.
- Perform research, compile and analyze GIS data.
- Work effectively independently and as part of a team.
- Prepare and present clear and cartographically sound map documents.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree from an accredited college or university in geographic/GIS study architecture, cartography, computer science, surveying, real estate or a related field; and/or five (5) years' experience in the design and development of geographic information systems. Any satisfactory equivalent combination of education, training and/or experience relevant to the position will be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.