

# GIS Services Coordinator (Job Code 3900230)

**Salary / Pay Rate:** \$54,300 to \$72,400

**Job Type:** Full Time

**Post Date:** 12/30/2021

**Job Application:** [General Use Application 1.6.21](#)

Office of Planning, Policy and Economic Development

40 hours per week, salaried, exempt

## Position Summary

The Somerset County Office of GIS Services (SCOGIS) is seeking an energetic and motivated GIS Services Coordinator to join their growing team. Hosted within the Office of Planning, Policy and Economic Development, the SCOGIS is the enterprise GIS hub and manages all county GIS initiatives and projects. Reporting directly to the SCOGIS Manager, the GIS Services Coordinator is expected to be a well-rounded GIS professional who can work with minimal supervision. The incumbent will perform a wide variety of technical and project management tasks to support and advance the County's GIS program and the Office of Planning, Policy and Economic Development's ambitious and wide-ranging work program.

## Essential Functions

Coordinate activities of county-wide GIS projects and initiatives for all Somerset County departments/divisions and its affiliated agencies. Serve as the County's liaison with the municipal, county, state, federal, private, and nonprofit GIS user community. Work with internal and external agencies for planning and design of new GIS projects and/or applications. Assist the SCOGIS Manager in the implementation of the County's GIS Master Plan, long range GIS Development Plan, GIS Annual Work Program, and any other plan for managing the goals and progression of the County GIS Program.

Creates, updates & maintains County's authoritative GIS data assets. Follows industry standards and best practices when developing GIS datasets and follows data maintenance protocols. Implements SCOGIS's Enterprise GIS Quality Assurance standards for data quality control. Creates and maintains metadata and process-related documentation. Understands county's data sharing protocols and work with the county's open data portal to disseminate content. Assist the SCOGIS Manger to administer the County's Enterprise Geodatabase, GIS server architecture, data management and web mapping-platform(s). Perform various spatial analysis and data crunching to generate reports, power point presentations, dashboards.

Develop web mapping applications to serve geospatial information to the public. Use Esri ArcGIS Online to create web mapping applications, works with domain experts to develop Story Maps, dashboards, hub sites. Assists county staff with various ArcGIS Online needs like Survey 123, Collector, Navigator etc. Create high-quality professional cartographic products using public domain and county's authoritative GIS content. Follows SCOGIS mapping templates and symbology standards. Performs quality assurance/quality control on cartographic products before delivery. Provide technical support and user training to users of GIS within the County organization. Assess internal and/or external needs for the application of the GIS and promotes GIS technology and its availability within the County and its partners. Performs other duties as required and assigned by the Director of the Office of Planning, Policy and Economic Development and the Manager of the Office of County GIS Services.

## Qualifications

A minimum of a bachelor's degree in GIS, geography, planning or a related field with very strong emphasis on GIS. Minimum of 5-7 years of experience as a GIS practitioner in environmental, planning or technology industry. Minimum of 5-7 years of hands-on work experience using Esri Desktop Software

(ArcMap, Pro) for GIS data development, spatial analysis, and mapping. Minimum of 3 years of experience using Esri ArcGIS Online – Creating Web Maps and Web Mapping Applications; Using Survey 123, Collector for ArcGIS, Operation Dashboard etc. Experience in GIS project management. Experience in ArcGIS Server environments, publishing and managing map services. Experience in the design and management of spatial databases. Experience in SQL Server. Demonstrable experience creating cartographic maps, story maps, web mapping applications and dashboards for a wide range of audiences using ArcGIS Online. Demonstrable experience with spatial data development – from requirements gathering to data dissemination. Experience with GIS documentation – metadata, process flow documentations etc.

Preferred

Knowledge of python programming, BI/data visualization tools (Tableau, Power BI). Esri or GISP Certification is a plus