

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2013-179**

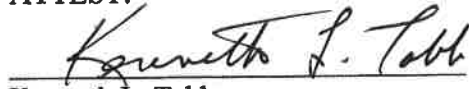
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with concurrence of the Resources and Community Support Committee to approve revisions to the following job descriptions:

1. GIS Coordinator

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 26 November 2013


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Kenneth L. Tabb
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

GIS Coordinator

November 26, 2013

**Engineering Department
Pay Grade 17**

Job Summary

The position of Geographic Information System (GIS) Coordinator involves administrative and technical responsibilities for GIS activities associated with county government. The GIS Coordinator works under the supervision of the County Engineer and will be responsible for geodatabase creation and maintenance, application development, product request processing, and user training. The GIS Coordinator will guide the County regarding GIS matters; promote/expand GIS use within County Departments; and will work closely with departmental GIS Technicians to provide support and adherence to GIS protocols. Specialized professional knowledge of computers and GIS systems is required.

Major Essential Duties

- Coordinate, communicate, facilitate, and execute the GIS duties as directed
- Work directly with the County Engineer in providing GIS analysis for the review of development plans, floodplain permitting, drainage issues, mapping, data analysis, and other engineering related functions
- Create and enforce procedures/protocol manual for data collection, input, and maintenance of the GIS system
- Create GIS maps, develop and maintain documentation and reports as requested
- Utilize LiDAR point cloud data to perform analytical functions including but not limited to terrain analysis, viewshed analysis, and flood events
- Coordinate with all departments of Hardin County Government to identify GIS needs; create and/or facilitate an implementation plan within the department
- Evaluate technology advances and promote usage of appropriate technology and applications among various end users
- Coordinates contracts with GIS hardware, software, data conversion, and other providers of GIS products and services
- Teach and direct other department personnel to collect field information utilizing GPS equipment including Trimble and in the use of GPS Pathfinder Office or other post processing software
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- Teach and direct other department personnel to perform data input for maintenance of established layers
- Provide technical expertise, user training and support to other department personnel to use GIS related software (i.e. ArcReader, Pictometry, etc) to access GIS data

- Communicate with outside agencies to coordinate GIS activities and to gather and share GIS information

Minor Essential Duties

- Participate and facilitate communication on behalf of Hardin County Government at meetings involving GIS matters related to county government as directed by the County Engineer and/or Judge/Executive.
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Supervisory Responsibility

- None

Relationships

The GIS Coordinator performs duties with the Engineering Department, under the direct supervision of the County Engineer.

Qualifications

Education and/or Experience

- Graduate of a college or university with a BS degree, majoring in computer science, geography, information systems management, cartography, or related field with emphasis in GIS; and Minimum of 3 years applicable GIS job experience
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- GIS integration using ESRI software to include ArcGIS Desktop and ArcGIS Online
- Developing and implementing ESRI Geodatabases.
- Digitizing, data coding, and verification of projects
- LiDAR visualization using Applied Imagery software, QT Modeler or equivalent
- AutoCAD, and FGDC Metadata creation
- RDBMS (ODBC, Access, and SQL server)
- SQL database application and simple programming and scripting languages such as Java Script, VBA, and .Net

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and government regulations
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to make presentations on related topics to management, other team members and public groups
- Possess strong oral, written, and listening skills

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent, and to draw and interpret graphs.
- Ability to apply concepts of algebra, geometry, and statistics as needed

Reasoning Ability

- Define problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serves the County's best interests and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- None required

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Must be skilled in the effective use of computers and standard office machines, including:
 - Thorough knowledge of standard office computer programs for word processing such as Microsoft Word
 - Spreadsheets such as Works or Excel
 - Visual presentations such as Power Point
 - Knowledge necessary to access and effectively use the Internet
 - Knowledge of web-based applications such as HTML, FrontPage, DreamWeaver and others are a plus
- Must possess the skill necessary to manage workflow, projects, and budgeting and financial management skills

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly (over 2/3 of work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.

Occasionally (under 1/3 of regular work day)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually moderate.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County's best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, Personnel Policy Manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must be 18 years or older

Date Approved: *November 26, 2013*



Harry L. Berry
Hardin County Judge/Executive