GIS Coordinator/Zoning Administrator

The City of Galax is seeking candidates to fill the position of GIS Coordinator/Zoning Administrator. The successful candidate will perform skilled technical work for management, maintenance, and operation of the City's and Twin County E911 Geographical Information Systems. The essential functions of maintaining record, data files, preparing reports, and other related work as apparent or assigned are required. The candidate will also serve as the City's Zoning Administrator and performs all related functions in implementing the zoning ordinance.

Applications are available at 111 E. Grayson St. or online at www.galaxva.com. Submit resume' and completed application and release form to City of Galax, Judy Bolt, Human Resources Director, 111 E. Grayson Street, Galax, VA 24333 or email to jbolt@galaxva.com. The position is open until filled. The City of Galax is an Equal Opportunity Employer

FLSA Status: *Exempt*

General Definition of Work

Performs skilled technical work for management, maintenance and operation of the City's and the Twin County E911 Geographical Information Systems. The essential functions of maintaining records, data files, preparing reports, and other related work as apparent or assigned are required. The position is responsible for maintaining long-term GIS planning to achieve desired objectives. Serves as the Zoning Administrator for the City and performs all related functions in implementing the Zoning Ordinance. Work is performed under the limited supervision of the City Engineer and E911 Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provide GIS database management activities including system design, structure, and maintaining compliance to industry standards and data storage requirements. Manage daily functions of GIS including, but not limited to, assuring proper system operation, conferring with various City departments and E911 staff on Information Technology improvements, researching GIS hardware, software core and end user applications.

Establish and maintain effective working relationships with City officials, contractors, property owners and the general public regarding assistance with producing information from the GIS data files in various types of formats.

Preparation of mapping, graphics and other documents as necessary for communication with the City Council, City staff, Twin County E911 Regional Board, Galax Planning Commission and Board of Zoning Appeals, and staff. Ensure that maps produced and distributed for public use are accurate and complete.

Develop strategies and plans to communicate GIS data file information to end users including City departments, property owners, general public, engineers, contractors, utility companies, real estate and agents for other types of organizations.

Perform CAD operator functions for development of construction plans on Public Works storm sewer, sanitary sewer and water utility projects; provide CAD operator services for preparation of graphics on various assignments.

Maintain GIS records and documentation for publicly owned storm sewer, sanitary sewer and water utility systems; track and document progress on infrastructure repair and maintenance projects.

Research survey evidence, maps, deeds, physical evidence and other records to obtain data needed for maintenance of real estate property, utility infrastructure and other GIS data files; Update geographic information system with new data based on field surveys, construction plans or other documents.

GIS Coordinator/Zoning Administrator

Serves as Zoning Administrator; takes zoning applications; conducts plan reviews; holds zoning hearings; issues zoning opinions; performs routine inspections throughout the City to verify zoning compliance; maintains the Zoning GIS Maps.

Works with the Public Safety Answering Point (PSAP) manager and designated personnel, wireless service providers, telephone service providers and PSAP equipment providers to successfully integrate geospatial (GIS) data with the regional E911 system to enable efficient and timely response to the location of all 911 callers, including:

- Work with PSAPs and E911 service providers to define the spatial data needs and options for developing and using GIS related applications for E911 call dispatching.
- Create and maintain a geographic information system that supports the geospatial data needs of the regional PSAPs, for use in the display of wireless and 911 caller location.
- Act as a resource for PSAPs and vendors on how various vender software systems may work in conjunction with available GIS datasets.
- Coordinate with the PSAPs for the on-going maintenance of the GIS datasets and display of the digital maps at the 911 call answering positions.
- Coordinate with the wireless carriers for the geospatial information for their cell sites;
- Coordinate with the 911 Database Coordinator for the initial and ongoing reconciliation of the master street address guide (MSAG) and the GIS data.
- Distribute the geospatial data updates on a regularly scheduled basis.
- Receive, initiate, and monitor the GIS data discrepancy and error correction reports.
- Provide advice and recommendations to the local jurisdictions and 911 Commission on issues related to the transition from E911 to NG911GIS database.
- Represent the locality and PSAP in GIS related meetings with a variety of public, business and community organizations.

Knowledge, Skills and Abilities

In-depth experience with Geographic Information Systems, including database design, development, maintenance, and documentation. A working knowledge of analytical and cartographic principles and the ability to work effectively with complex databases and GIS programs. Excellent oral and written communications skills are required. Ability to interact tactfully and effectively with the public, telephone companies, local agencies and others to coordinate various technical activities involved in operating the regional E911 GIS program. Must display high levels of self-motivation, knowledge, professionalism and expertise. Knowledge of public safety communications and 911 equipment is desired.

General knowledge of manual and digital cartographic techniques and standards and traditional map production processes; an ability to read and interpret construction plan drawings and other technical documents.

Perform work involving the application of principles of logical thinking to diagnose or define problems, collect data and solve abstract problems with widespread organizational impact; ability to provide sustained concentration for producing accurate results in management and updating of data files.

Understanding that some work related decisions will have a serious impact, potentially resulting in an increase in probability of loss of life and/or other damages.

Ability to review applications and plans; understand ordinances and regulations and interpret their application to specific projects.

Education and Experience

Minimum education requirement of an Associates of Applied Science or similar Technical degree with coursework in engineering, geographic information systems, or other related field is preferred. A minimum 4-years of experience in the management and/or operation of geographic information systems. CAD operator abilities and experience is desired. Work with, or application of, zoning ordinances is desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires using hands to finger, handle or feel and pushing or pulling, frequently requires sitting, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires standing, walking, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth

perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work requires occasional exposure to outdoor weather conditions and may require working near moving mechanical parts, working in high, precarious places, exposure to vibration and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.