

Lake Havasu City, Arizona

Class Description



Title: GIS Coordinator
Department: Administrative Services
Division: GIS
Grade: CP14

FLSA Status: Exempt
Job Code: 320111590
Updated: 7/1/2025
Salary: \$3,170.86 - \$4,597.99

General Definition of Work

Performs difficult advanced technical work editing, building, supporting, and maintaining enterprise Geographic Information System (GIS) database and software, map production, spatial analysis and GIS product distribution, and related work as apparent or assigned. Work is performed under the general direction of the Chief Information Officer.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Manages, supports, and maintains the enterprise Geographic Information System (GIS) technical environment, map/data services, and mapping applications for the City.

Implements and maintains GIS web applications.

Performs GIS and Global Positioning System (GPS) work in the field; works with users in the field to assist with gathered City data to ensure its accuracy.

Leads GIS related projects while supporting users and their data; trains users on GIS applications and tools and provides customer support.

Performs enterprise GIS software installations and upgrades.

Determines GIS needs of the City and recommends a course of action.

Provides ongoing monitoring and troubleshooting of GIS infrastructure.

Ensure environments maintain compliance with enterprise information technology security policies.

Creates system architecture documentation; and scopes and builds new environments.

Operates and maintains motor vehicles or other work-related equipment requiring a valid driver's license.

Minimum Qualifications

Bachelor's degree with coursework in geography, or related field and extensive experience in Geographical Information Systems (GIS), or equivalent combination of education and experience.

Special Qualifications

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

Knowledge, Skills & Abilities

Comprehensive knowledge in strong Structured Query Language (SQL) Server geodatabase and GIS administration; comprehensive knowledge of systems and server management within a cloud/data hosting environment; comprehensive knowledge of relational database management techniques and query/view development skills; comprehensive knowledge of the scripting languages; thorough knowledge of City

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geography; thorough knowledge in training staff on the use of the City GIS field application and other applications and programs as needed; thorough knowledge supporting numerous field staff.

Skill in technical troubleshooting; skill in communication, collaboration, and coordination with GIS program development; skill in technical writing and documentation.

Ability to manage and work with static and dynamic streaming geospatial oriented data; ability to write custom scripts for automation and analysis; ability to multi-task and manage several ongoing projects simultaneously; ability to establish and maintain effective working relationships with associates, contractors, elected officials, management, outside agencies, vendors, and the general public.

Working Conditions

This work is sedentary and requires little to no exertion of force; work regularly requires using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, sitting, speaking or hearing, climbing or balancing, reaching with hands and arms and pushing or pulling; work has standard vision requirements; 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 and using of measuring devices; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).
