

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** GIS Coordinator  
**DEPARTMENT:** Board of Commissioners  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** U (Unclassified)

**DATE WRITTEN:** April 2006  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as GIS Coordinator for the LaPorte County Board of Commissioners, responsible for coordinating GIS operations within the various County departments.

**DUTIES:**

Coordinates planning, implementation, and maintenance of geographic information system (GIS) throughout County departments/offices, including training department personnel on the system and coordinating GIS activities between County offices and vendors.

Assists in developing and implementing special projects of County offices utilizing GIS.

Serves as GIS liaison for other County departments, government agencies, and vendors and coordinates data sharing between these parties.

Develops and administers department GIS budget, ensuring cost-effective operations and evaluating operations to determine maintenance and development needs. Projects GIS costs for next year, and submits to County Commissioners for annual budget.

Maintains and updates knowledge of systems, hardware, and software through technical manuals, periodicals, and seminars.

Attends various meetings as required.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Associate Degree in Computer Science, Geography, or related field or equivalent combination of education and experience.

Working knowledge of and ability to make practical application of principles, practices, terminology, and technology of GIS implementation and maintenance.

Working knowledge of and ability to make practical application of geography, cartography, relational databases, and basic functions and relationships of County departments.

Working knowledge of the principles involved in developing budgetary requests, and ability to administer department budget.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence as needed.

Ability to apply knowledge of people/locations, plan/layout assigned work projects, and read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to properly operate standard office equipment, including computer, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, GIS vendors, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended and/or evening hours and travel out of town, occasionally overnight, for training.

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, with many variables and considerations. Incumbent performs according to broad policies and professional standards, exercising independent judgment in coordinating development and maintenance of GIS applications throughout the County.

## **III. RESPONSIBILITY:**

Incumbent has a substantial impact on overall County GIS operations, and discusses unusual situations with County departments as needed. Incumbent receives general supervision, with work periodically reviewed for technical accuracy and effect on department goals and objectives. Incumbent regularly makes decisions in absence of policy.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, GIS vendors, and members of the general public for a variety of purposes, including exchanging information and ideas and explaining/interpreting policies and procedures.

Incumbent reports directly to the County Commissioners.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, including sitting for long periods, lifting/carrying objects weighing 25 to 50 pounds, close vision, and color perception.

Incumbent occasionally works extended and/or evening hours and travels out of town, occasionally overnight, for training.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of GIS Coordinator for the LaPorte County Board of Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name