

POSITION TITLE: IT/GIS COORDINATOR

DEPARTMENT: CITY MANAGER

DIVISION: MIS/IT

STATUS: EXEMPT



Position Description

REPORTING RELATIONSHIPS

POSITION REPORTS TO Assistant City Manager		DIRECT REPORTS BY TITLE N/A
DIRECT 0	INDIRECT 0	

POSITION FUNCTION

Serves as coordinator for the City IT services and GIS. Acts as a liaison between the City and our technology support providers. Manages relationships and accounts with all technology related contracts: network providers, telephone systems, copier and postage providers, and website hosting company. Performs GIS, administrative, and technical work of moderate difficulty.

JOB RESPONSIBILITIES: ESSENTIAL FUNCTIONS

Coordinates employees' computer software and hardware needs, including machine set up, maintenance and software licenses.

Liaison to computer/network and website vendors, etc. Develops and updates reports and information utilizing a variety of computer software applications. Responsible for the oversight of technology related contracts including, but not limited to: network providers, telephone systems, copiers and postage machines, etc.

Manages the City's ESRI GIS operations and issues property addresses for the City.

Monitors and communicates policies, procedures and standards for departments and the City related to the City's network/IT environment.

Advises City officials, staff, appointed boards, committees and task forces on matters relating to computer hardware and software issues.

Develops and recommends operating budget for the MIS/IT department annually; monitors and administers approved budget. Oversees all administrative and fiscal activity of departmental budget.

Drafts and prepares correspondence, memos, reports and time-sensitive narrative and statistical reports, and reports of a confidential or legally significant nature as instructed by the City Manager and other designated City personnel.

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Employee is regularly required to walk, sit, see, use hands, reach with hands and arms, lift and/or move up to 25 pounds, speak and hear.

REQUIRED SKILL SETS

OCCUPATIONAL / TECHNICAL SKILL SET

Knowledge of office administrative practices and procedures, such as business letter writing and the operation of standard office equipment, including computer and other general office equipment.

Knowledge of computer applications and hardware related to performance of the essential functions of the job.

Knowledge of GIS and addressing systems.

Knowledge of technical terminology appropriate to the area of assignment, such as legal or financial terminology.

Ability to type complex, technical, and/or sensitive documents.

Ability to use computers to enter and retrieve information.

Ability to use spreadsheet and word processing computer applications.

ADMINISTRATIVE SKILL SET

Knowledge of techniques of effective time management.

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to analyze and resolve situations and problems.

COGNITIVE SKILL SET

Ability to handle multiple priorities and projects.

Ability to research, compile and summarize a variety of informational and statistical data and materials.

Knowledge of recordkeeping, report preparation, filing methods, and records management techniques.

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary.

Ability to perform standard business arithmetic, including percentages and decimals.

Ability to apply logical thinking to solve practical problems.

Ability to interpret a variety of technical information with abstract and/or concrete variables.

Ability to understand and interpret complicated policies, procedures and protocols.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to demonstrate initiative and independent judgment.

COMMUNICATIONS SKILL SET

Ability to communicate clearly and effectively, both orally and in writing.

Ability to prepare clear and concise reports, correspondence and other written materials.

INTERPERSONAL SKILL SET

Ability to establish and maintain effective working relationships with various individuals or groups.

Ability to deal courteously and diplomatically with the general public.

Ability to use tact and discretion with highly confidential matters.

Ability to represent Oxford.

Interpret Federal and State regulations.

DESCRIPTION OF WORKING CONDITIONS

Work is performed in a normal office environment. Working hours are typically Monday-Friday 8am-5pm but may require irregular hours at times.

EXPERIENCE, EDUCATION, AND LICENSING REQUIREMENTS

Bachelor's Degree or 3 years of responsible experience involving, technology contract management, and computer workstation set up and maintenance, GIS systems and addressing, word processing and spreadsheet applications, internet and web; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job. GISP certification preferred.

LAST REVISED

6/25/2021

CONTENT APPROVED BY

APPROVAL DATE

6/25/2021