

Job Title: GIS Coordinator
Department: Land Services
Classification: 10
Reports to: Land Services Director
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Supervisor discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for developing, maintaining, and analyzing GIS data/applications along with managing necessary software and hardware; administering the public facing GIS to maximize its use for internal staff, subscription users, and the general public; and providing technical assistance/training and maps/data to both internal staff and public.

Communicates with:

Internally – All staff.

Externally – State/county/city entities and public.

Supervision:

N/A

Essential Work Functions:

- Develops, maintains, and analyzes GIS data/applications along with managing necessary software and hardware.
- Administers GIS system to maximize its use for internal staff, subscription users, and the general public.
- Provides technical assistance/training and maps/data to both internal staff and public.
- Coordinates vendors/projects for service contracts, and lead/assist, when necessary, on new projects with GIS involvement.
- Maintains cadastral dataset.
- Administers all Land Services webpages.
- Works with Sheriff and zoning staff to administer the e911 addressing system
- Fulfills complex data requests from various sources

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in GIS
- Five (5) or more years of experience is required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license
- Strong understanding of the organization's goals and objectives.

- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal, written and oral communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Under 25 pounds of force)		X		
Challenging or threatening behaviors		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____