GEOGRAPHIC INFORMATION SYSTEMS (GIS) COORDINATOR // Davis School District
Closing Date: 11-Nov-2014

The Davis School District announces an opening for the Geographic Information Systems (GIS) Coordinator.

GENERAL FUNCTION:
Under the general supervision of the District Business Administrator, the Geographic Information Systems (GIS) Coordinator will manage the Geographic Information Systems (GIS) for Davis School District. Maintains and builds GIS applications for the District. Provides data, analysis and workflow assistance to multiple District departments including Accounting, Transportation, and Facilities Management. Interfaces with teams comprised of both technical and non-technical members and personnel from both inside and outside the District.

SPECIFIC DUTIES INCLUDE:
1. Plans and implements GIS applications, data and solutions.
2. Builds and maintains all District GIS layers, GIS databases, and related data (both current and historical) to accomplish district application needs. Examples include:
   * SNAP web maps for schools
   * Property holding data for the Property Committee
   * Highly current addressing layers for planning (address points, not just ranges)
3. Performs a variety of GIS tasks including data editing, routing, spatial analysis, and mapping.
4. Creates custom maps and data reports for various clients (internal and external).
5. Reviews and analyzes data for accuracy, completeness and usability for district purposes.
6. Manipulates data to fit district standards including geographic projection, database alteration, and data merging.
7. Makes recommendations for process/procedure improvements in order to streamline and improve quality and efficiency of GIS models and geospatial data management.
8. Provides ongoing GIS support to district departments and organizations, including Accounting, Transportation, Information Technology, Property Committee and the Facilities Management Group.
9. Installs, manages, and troubleshoots GIS software and related products on user’s machines.
10. Provides all GIS and related technical support for boundary studies and other projects as determined by District needs.
11. Works on small and large projects independently or as a member of organizational teams.
12. Works with vendors and other external organizations for specialized needs including software, data, and application solutions.

Educational Requirements:
1. Bachelor’s degree with a focus in Geographic Information Systems (GIS) is preferred. Related disciplines may be considered.

Job Related Experience:
1. Five or more years experience in Geographic Information Systems (GIS).

Knowledge and Ability:
1. Proficient use of GIS software, specifically with ESRI products (i.e. ArcGIS for Desktop 10.x, Network Analyst Extension, ArcGIS for Server, ArcGIS Online, etc.)
2. Operational knowledge of database operations e.g. SQL Server, Oracle or similar.
4. Competent use of Python, Model Builder or other data automation tools preferred.
5. Ability to read and interpret detailed technical information.
6. Ability to self-direct new and existing projects.
7. Effective communicator with strong interpersonal skills, writing skills, and the ability to interface with different internal and external teams, including clients and vendors.

Salary is within district salary guidelines.
Interested individuals should submit an electronic application at https://careers.davis.k12.ut.us. Please be sure to upload a cover letter, resume, references, and a copy of transcripts to the application. Applications will be accepted through Tuesday, November 11, 2014.

Anticipated start date: January 5, 2015

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DAVIS SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

See online posting at: www.davis.k12.ut.us →Employment →Job Openings→Location→Davis School District →look for the GIS Coordinator announcement.