**Geospatial Systems Coordinator I Standard Job Description**

**Classification Title:** Geospatial Systems Coordinator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Geospatial Systems Coordinator I, under direction, serves as the co-lead of geographic information system (GIS) programs. Leads GIS programs and supervises personnel assigned to the programs. Assists in implementing GIS needs.

**Essential Duties and Responsibilities:**

**40% Leadership and Supervision in GIS Development**

* Provides leadership over GIS needs and products.
* Supervises GIS personnel and student technicians in geospatial software development.
* Coordinates and assists personnel with GIS-related training.
* Engages with clients to document and validate application requirements.

**20% Management of Resources and Compliance**

* Manages external funds for GIS projects, ensuring proper allocation and reporting.
* Accounts for credit cards in accordance with applicable laws and policies.
* Complies with loss prevention, environmental health, and safety standards as established by applicable laws and rules.

**10% Development and Implementation of Software Solutions**

* Transforms application designs into functional web-based applications utilizing various frameworks.
* Develops and implements scalable, reusable, and maintainable software applications.
* Supports, troubleshoots, and maintains existing complex web-based software systems.

**10% Research and Design for Application Interfaces**

* Researches, conceptualizes, and designs data-driven application layouts and interfaces.
* Implements industry-leading user interface and user experience techniques.
* Authors in-application documentation and manuals for end-users.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Seven years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of management, business, technical, analytical, and scientific skills in both geospatial technologies and natural resource management.
* Ability to work in a collaborative team environment.
* Strong interpersonal and organizational skills.
* Excellent verbal and written communication skills.

**Additional Information**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 