**Geospatial Systems Coordinator II Standard Job Description**

**Classification Title:** Geospatial Systems Coordinator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Geospatial Systems Coordinator II, under direction, manages the identification of need, development, implementation, and administration of geographic information systems (GIS) and reporting systems. Conducts geospatial analyses for various departmental programs. Manages extraction of needed information from information systems for State and Federal accomplishment reporting requirements.

**Essential Duties and Responsibilities:**

**40% Geospatial Systems Management**

* Coordinates geospatial systems and information system needs.
* Serves as an administrative team member on the GIS Working Group.
* Conducts GIS analyses for various departmental programs.
* Assists in the development of Internet applications for departmental programs.

**20% Forest Legacy Program Coordination**

* Manages the Forest Legacy Program including marketing and solicitation of applications.
* Oversees the development of proposals and documentation for funded projects.
* Facilitates data entry into the Forest Legacy Information System (FLIS).
* Conducts annual monitoring of each implemented project.

**10% Reporting and Analysis**

* Extracts needed information from information systems for State and Federal accomplishment reporting.
* Compiles the State Assessment of Forest Resources and conducts necessary geospatial analyses.

**10% Process Development and Documentation**

* Assists in the coordination of the development of required processes.
* Maintains necessary documentation for funded projects.

**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:**

* Nine 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**