**Geospatial Systems Coordinator III Standard Job Description**

**Classification Title:** Geospatial Systems Coordinator III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Geospatial Systems Coordinator III, 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 System Management**

* Manages and assists in identification, development, implementation, and administration of needs for geospatial systems and other information systems.
* Serves as administrative team member on GIS Working Group.
* Conducts GIS analyses for various departmental programs.
* Compiles State Assessment of Forest Resources and conducts necessary geospatial analyses.

**20% Forest Legacy Program Coordination**

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

**20% Information System Development and Reporting**

* Develops Internet applications for various departmental programs.
* Manages and extracts needed information from information systems for State and Federal accomplishment reporting.

**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:**

* Twelve 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**