GEOGRAPHIC INFORMATION SYSTEM STATE COORDINATOR

Nature of Work: Under the direction of the lead GIS administrative agency, currently the West Virginia Geological and Economic Survey, administers and supervises the activities of the State GIS program involved in planning, organizing, coordinating and delivering high level Geographic Information System (GIS) services to agencies of state government. Work involves responsibility for providing technical expertise and supervision of day-to-day implementation and operation of the state's GIS within the context of programs and policy directives of the State GIS Steering Committee and the WV GIS Development Plan; coordinating state GIS activities; managing GIS vendor and/or partnership contracts; planning and organizing system development activities, and other public and private GIS-related project management activities. Supervision may be exercised over a staff of subordinate GIS staff positions. Work is performed independently within established policies, procedures and guidelines promulgated by the Steering Committee, and is reviewed through reports, conferences and system performance. Performs related work as required.

Examples of Work

    Develops and recommends to the lead GIS administrative agency an annual budget, work program, and staffing plan for the State GIS Coordinator's Office, and administers the operation of the Office.

    Consults with the GIS Steering Committee comprised GIS specialists both inside and outside of state government to implement the GIS development plan, and establishes GIS subcommittees and advisory groups, as appropriate, to address and resolve specific GIS technical and policy issues.

    Assists in the development of a GIS Technical Center in cooperation with West Virginia University (WVU) to provide technical support in the implementation and operation of a statewide GIS; negotiates and monitors performance of annual service contract with same.

    Negotiates and executes various agreements as necessary with individual agencies/organizations, both public and private, for services relevant to implementation of the WV GIS Development Plan.

    Coordinates development and implementation of statewide GIS hardware, software, database and communications standards and operating procedures among user agencies.

GEOGRAPHIC INFORMATION SYSTEM STATE COORDINATOR   (CONT'D)

Examples of Work (cont'd)
   Confers and coordinates with GIS user organizations and
      personnel throughout the state to determine user needs,
      promote GIS use, education and professional development.
   Investigates funding sources and prepares applications for
      funds for the statewide GIS development.
   May plan, direct and review work of subordinates; performs
      administrative duties related to budget, personnel and
      purchasing activities.

Knowledge, Skills and Abilities
   Knowledge of automated mapping and spatial information
      processing methods and techniques.
   Knowledge of the capabilities of automated mapping and
      geographic information processing systems.
   Knowledge of program budgeting and contract management.
   Ability to plan, organize and manage the programs and
      activities of a GIS personnel team in GIS design, operation
      and implementation.
   Ability to translate technical concepts and terminology in
      terms understandable to elected officials and agency heads.
   Ability to make decisions based on factual data and to
      evaluate progress or success of computerized projects and
      systems.
   Ability to establish and maintain effective relationships with
      user agencies, administrative officials and employees.
   Ability to communicate effectively through oral and written
      communication skills, including technical writing skills.

Minimum Qualifications
   Training: Bachelor's degree from an accredited college or
      university with a major in geography, cartography, computer
      science, planning, engineering, environmental sciences or
      related field.
   Experience: Five years of full-time or equivalent part-time
      paid experience in GIS systems design, operation and
      management, including at least two years experience in a
      system/program supervisory capacity.
   Substitution: Master's Degree from an accredited college or
      university in any of the above disciplines may be
      substituted for one year of the required experience.

Established: 10/20/94
Title Change: 04/18/02
Revised: 11/15/01, 4/18/02
Effective: 05/01/02