STATE OF MONTANA
JOB PROFILE AND EVALUATION

SECTION I – Identification

Working Title	Job Code	Job Code Title
State GIS Coordinator	**Number** 131816	Management Analyst

Pay Band	Position Number	
6	51500801	__ **FLSA Exempt** **X** **FLSA Non-Exempt**

Department	Division and Bureau
Montana State Library	Digital Library

Section and Unit	Work Address and Phone
User Services	1515 E. 6th Ave Helena, MT 59601

Profile Produced By	Work Phone
Jennie Stapp, State Librarian	444-3116

Work Unit Mission Statement or Functional Description

The Library Commission, authorized in 22-1-101, MCA, provides assistance and advice to all tax-supported libraries and to local governments that may wish to establish or improve libraries. In addition to administering state and federal funding to libraries throughout Montana, it:

1. maintains and operates the state library;
2. oversees the six federations of libraries;
3. does policy development, long-range planning, and coordination of library service throughout the state;
4. is responsible for the Natural Resources Information System [NRIS] and the Natural Heritage Program under 90-15-101, MCA.

The Montana State Library (MSL) is the principal library and information source for state government and for library services to the blind and physically handicapped. It is also a central information point for natural resource data, including geospatial data, and a major source of information and assistance for all types of libraries--public, school, academic, institutional and special--throughout the state. MSL serves the work-related information needs of Montana officials and agency employees; assists local libraries that need additional resources or subject expertise to serve the information needs of their patrons; preserves and makes available, primarily in digital form, the publications of state government agencies; serves researchers from private firms for state agency contract-related investigations; and serves residents of counties not served by a public library.

MSL maintains a professionally catalogued and supported collection of Montana state publications, natural resources and geospatial information about Montana, and professional development materials for librarians, brokered by highly trained information science specialists and content specialists.

MSL also administers a shared integrated library system for all types of libraries across the state, provides technical, training and consulting services to Montana libraries. MSL negotiates for and provides access to a suite of vendor-maintained periodical databases for statewide use.

Finally, MSL provides reading services to Montanans with low vision or physical disabilities. The Talking Book Library, like the other programs of MSL, has adopted digital technology. They provide technical support to make available a collection of titles available for digital download via the web and they record new Montana titles in digital form.

Describe the Job's Overall Purpose:

This position is the primary, initial point of contact for the State Library's GIS activities. As the GIS lead in the Digital Library User Services work group, this position is responsible for responding to the information needs of MSL patrons in general, and GIS information needs in particular, coordinating GIS projects and functions with MSL partners, and furthering the integration of GIS data and technology throughout MSL. This position serves as a representative on various statewide GIS committees and user groups and is the MSL staffer to the Montana Land Information Advisory Council (MLIAC) and the state GIS Community of Interest. This position administers the MLIA grant award program. Work entails planning, coordinating and facilitating GIS projects/activities in conjunction with the Digital Library's Information Management and Information Products work groups, directing or performing related administrative, personnel, and fiscal functions. This position reports to the Digital Library Administrator and is responsible for the direct supervision of 1 FTE engaged in tasks relating to GIS technology.

SECTION II - Major Duties or Responsibilities	% of Time
A. <u>Facilitate existing GIS coordination activities in the state and promote new public and private/public partnerships;</u> 1. Staff the Montana Land Information Advisory Council; duties include issue development, research, and agenda and logistics coordination. 2. Coordinates input from GIS stakeholders to draft the Montana Land Plan. This work requires directing the work of the MLIAC Land Plan committee. 3. Administers Montana Land Information Act grant program; duties include grant criteria development based on the Montana Land Plan, application process administration, grant application coordination with the MLIAC grant review committee, contract preparation and management (including contract budget administration, payment authorization) and grant reporting.	**65%**

4. Represents the State on federal, state and local interagency geographic information coordinating committees. Communicates with counterparts in other states to exchange information, transfer technology, build strategies for future regional efforts, and to share resources. Speaks at government, private sector, and professional association events to promote coordination of GIS activities. Develops and maintains close working relationships with GIS industry contacts to ensure that government uses the best and most appropriate technology. Develops and maintains close working relationships with federal officials, both regionally and nationally, to ensure that sufficient federal funding is available to accomplish program objectives. When necessary, coordinates with Digital Library Administrator to identify appropriate designee if other staff are more appropriate or if the GIS Coordinator is unable to participate due to other work demands. 5. Serves as a primary resource for local governments who require technical consulting and expertise to implement and develop local GIS programs. Trains local GIS practitioners, introduces partners to new GIS technologies, communicates the value of GIS data and technology to local government officials, and evaluates and prioritizes the GIS needs of local governments to development plans to address statewide concerns and to further opportunities for statewide GIS coordination. 6. In coordination with Information Management staff, act as a major point of contact with representatives of federal, state and local agencies and private enterprise on issues including data standardization, data collection and prioritization. Position may serve as a project manager on projects that require a high level of coordination across MSL and/or with MSL partners. 7. In coordination with the Information Products staff, research and promote new applications of GIS technology, primarily, but not exclusively, within State Agencies and serves as a major point of contact for the users of MSL data, services, and applications to inform and coordinate improvements to MSL resources.	

B. <u>Represent data partners in the conceptualization, development and implementation of the Montana Spatial Data Infrastructure;</u> 1. Convey concepts to users including key relationships between discrete data sets; formulates data integration concepts; analysis of original data quality, modeling limits and accuracies, and limitations to interpretations which can be drawn from data sets. 2. In coordination with Information Management staff may perform advanced planning and project management functions related to the data coordination, development, and implementation of MSDI data layers under MSL stewardship. 3. Develop project plans; collect and analyze requirements for MSDI data that cross multiple lines of authority (local government, state, federal, private entities). 4. Perform advanced conceptualization and development of GIS and related technology transfer to all clients using MSDI data. Conduct planning activities with	**20%**

state agencies, local governments, federal agencies, and private entities needing cadastral data, and coordinate development with existing GIS systems. 5. Under the authority of the Digital Library Administrator, make presentations to private and public groups in an effort to build financial support for the MSDI. 6. Provide coordination and consultation to diverse users and explain to nontechnical people and act as liaison between users of MSDI and MSDI theme leads and stewards. 7. Research and implement long term solutions to data documentation, dissemination and sharing issues	
C. Direct and supervise a professional staff 1. Provides leadership, supervision and guidance to GIS User Services staff within the team of the Digital Library. With support from the Digital Library Administrator coordinates work priorities for performance management, approves time sheets and leave requests. 2. Provides project management on project priorities for GIS User Services as determined within the MSDL work plan and/or as identified by the Digital Library Administrator. As a project manager this position provides additional leadership to cross work group staff. 3. Represents the accomplishments, interests and needs of the GIS User Services/Digital Library work group to various stakeholders of the State Library and to MSL as a whole.	**10%**
D. Contributes to the management of the office and MSL. 1. Maintains an organizational structure whose members work well together and with the rest of the division; carries out the functions of the office with a high level of responsiveness to users and a high standard of quality and excellence for all services provided. 2. Participates in the development and review of program policies and procedures. 3. Assures that staff responds in a timely manner to all requests for services, consultation, and information with a high level of responsiveness to users and a high standard of quality and excellence for all services provided.	**5%**

1. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

   GIS information needs are many and varied. Responding to information requests requires a thorough knowledge of existing GIS data, both managed by MSL and by other partners, competency to use often highly technical and ever-changing GIS technologies, and the ability to explain complex GIS concepts to users who range from highly skilled GIS practitioners to the general public.

2. What do you consider the most complicated part of the job?

The position demands a GIS "visionary" with the ability to listen to and understand the needs of a diverse community of GIS users and non GIS users, users with local needs, and partners with national goals and standards to meet. This position must prioritize those needs into a statewide plan and will seek to coordinate with a wide variety of stakeholders to implement the plan. The incumbent must be able to discuss the complex topic of GIS with practitioners and non-practitioners alike and to sell the value of long term investment in GIS.

3. What guidelines, manuals or written established procedures are available to the incumbent?

There are training manuals and established courses on program and project management that can assist the incumbent. Much of the GIS technical knowledge needs to be acquired through progressively complex participation and management of GIS projects in previous employment.

4. If this position supervises other positions, complete the following information.

The number of employees supervised is 1.

List the complexity level of the subordinates: All 6.

Please list the Position Number for those supervised: 51500037 - GIS Programmer/Analyst.

Is this position responsible for:

☐ Hiring   ☐ Firing   ☒ Performance Management   ☐ Promotions

☒ Supervision   ☐ Discipline   ☐ Pay Level   ☐ Other:

6. Please attach an Organizational Chart (optional).

SECTION III – Minimum Qualifications - List the minimum requirements for **first day** of work.

Please list the main knowledge and skill areas required for the job:

A broad base of knowledge, and skills, in the various disciplines of IT, management and government organizational theory are required. The IT disciplines for which the incumbent is responsible include the full scope of the field of geographic information systems. The incumbent must have a combination of excellent managerial, conceptual, technical, and communication skills in order to interact effectively with the full spectrum of contacts he or she works with on a constant, ongoing basis. This job requires strong oral and written communication skills that are used to communicate strategic GIS program direction on the executive level. These communications include program funding initiatives, program information

about statewide GIS activities, best practices and related federal and state GIS standards. Intra-agency Contacts include direct contact with all staff within the Digital Library, the Montana Natural Heritage Program Coordinator and the Montana State Librarian. Inter-agency Contacts include liaison with the Montana Chief Information Officer and Chief Technology Officer, State Agency GIS Coordinators, Legislators, and GIS directors within Federal agencies. Other Public Entity Contacts include senior elected officials in county and city government as well as contact with private sector representatives.

- Extensive knowledge of the principles, practices, terminology and trends in GIS, spatial data and related technology.
- Thorough knowledge of geographic information applications, analysis and the relationships between different types of spatial data.
- Thorough knowledge of agency's functions, automated information systems and their relationships.
- Thorough knowledge of the principles and practices of administration.
- Considerable knowledge of the principles of project management.
- Considerable knowledge of the principles of systems design and administration, and of various computer platforms.
- Considerable knowledge of the principles of cost benefits analysis.
- Working knowledge of the information strategic planning process.
- Working knowledge of the procurement process.

What behaviors are required to perform the duties?
Builds effective customer relationships; understands and focuses on customer needs; proactively works toward customer satisfaction; effectively networks and collaborates to meet customer needs; develops and maintains a state/agency-wide perspective; develops specialized knowledge or expertise in assigned subject matter areas; understands own limitations, and approaches difficult tasks as challenges to be mastered rather than as threats to be avoided; exercises determination in meeting organizational and customer needs; demonstrates loyalty to MSL, its constituents, and the library system; supports and maintains camaraderie and teamwork; takes a collaborative and creative approach to projects and services; is reliable in meeting commitments and follows-through to ensure success; effectively articulates a variety of information to diverse audiences; shares meaningful information in a timely manner; effectively facilitates projects and activities including negotiation and consensus building; employs active listening, empathy, and patience when dealing with customers; interacts with others with tact and diplomacy; maintains an open mind and exercises creativity and innovation; is flexible and adaptable and effectively responds to or manages change; demonstrates efficiency by successfully attaining clear, concrete, accurate, timely and measurable outcomes of importance to the organization; demonstrates independence by being a self-starter, making effective decisions and knowing when issues should be referred to other staff or management; effectively manages own time to complete multiple tasks and meet multiple priorities.

Education and experience: Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

☐ No education required training

☐ High school diploma or equivalent

☐ 1 year job-related college or vocational training

☐ 2 year job-related college or vocational

☒ College degree (Bachelor's)

☐ Post-graduate degree or equivalent (e.g. Master's, JD)

Please specify the acceptable fields of study:

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify):

Educational course work and experience should emphasize the following areas: geography, cartography and information systems.

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

☐ No prior work experience required

☐ 1 to 2 years of job-related work experience

☒ 3 to 4 years job-related work experience

☐ 5 or more years of job-related work experience

Specific experience (optional):

3 or more years of progressively responsible GIS experience, which includes work managing GIS Projects and working with GIS software and relational databases.

☒ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list examples of acceptable alternative methods of obtaining those qualifications. **These examples should appear on a vacancy announcement**.

Minimum education preferred, but job-related work experience may be substituted for formal education.

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.

The workload may be such that the employee may be asked to work extra hours. The position involves work in other locations and requires some travel to other parts of the state and nation. Travel may involve overnight stays and weekends.

SECTION V – Signatures

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

Employee:	**Title**	**Date**
Signature		

Immediate Supervisor: Evan Hammer	**Title** Digital Library Administrator	**Date**
Signature		

Administrative Review: Jennie Stapp	**Title** Montana State Librarian	**Date**
Signature		