

**Position Announcement**  
**San Diego Law Enforcement Coordination Center (SD-LECC)**

**Geographic Information Systems (GIS) Coordinator**  
(A position dependent on year-to-year federal grant funding)  
**Compensation Range: \$55/hour to \$65/hour**  
**Location: San Diego, California**

**SUMMARY**

The GIS Unit Coordinator is a supervisory level position that designs, develops and performs the overall administration and operation of the Geographic Information Systems Unit for the San Diego Law Enforcement Coordination Center. Under general direction and supervision by the SD-LECC Deputy Director, the GIS Coordinator is responsible for implementing and managing the GIS function, as well as performing the day-to-day GIS support for the Center. A wide degree of creativity and latitude is expected. Funding has been identified for this position through January 31, 2011; subsequent employment dependent upon future funding.

The applicant must pass a law enforcement background investigation and must also qualify for a federal top-secret security clearance.

**PRIMARY RESPONSIBILITIES**

- Design, implement and manage the SD-LECC Geographic Information System program.
- Identify opportunities for use and coordination of GIS by defining user needs and making recommendations.
- Develop and coordinate a strategic plan to effectively and efficiently use GIS resources at the SD-LECC.
- Develop guidelines or standards for collecting and sharing geographic data.
- Provide GIS support for enhanced fusion center intelligence products by working closely with all components of the SD-LECC.
- Use GIS systems and mapping data in conjunction with information resources available at the SD-LECC to provide GIS intelligence products for law enforcement customers in the San Diego/Imperial County region.
- Work directly with the GIS components of SD-LECC law enforcement partners to create a regionally focused GIS capability
- Provide expertise, technical guidance and training to staff on GIS applications.

**ADDITIONAL RESPONSIBILITIES**

Additional responsibilities include providing periodic reports to program executive boards, and as required - any duties that assist the SD-LECC in achieving its operational goals.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Current project and program management practices and processes
- Principles and practices of system administration using GIS applications, databases, and mapping information systems
- Principles of hardware and software installation, testing, and operation for GIS applications
- Research methods and techniques related to collecting, analyzing, and evaluating geographic/land use related data
- Methods and techniques used for interpreting maps of various media, such as: hard copy maps, aerial photos, satellite imagery, and digitizing data for conversion to GIS usable formats
- Purchasing principles and practices and cost factor analysis
- Supervision and training principles and practices
- Budget preparation methods and techniques
- GIS application development
- Principles of Internet/intranet application development
- Current technology and trends in the profession

**Skills and Abilities to:**

- Employ effective management practices to achieve program objectives

- Identify opportunities for use and coordination of GIS across an enterprise-wide system
- Develop guidelines or standards for collecting and sharing geographic data
- Develop GIS applications and capabilities, including web-based applications in an ESRI-standard environment
- Develop and implement a GIS system
- Plan and coordinate multi-disciplinary work efforts in order to maintain timelines
- Analyze complex problems and logically identify solutions
- Operate and maintain computer equipment: terminals, printers, digitizers, electrostatic plotters and other peripheral equipment or workstations
- Provide technical guidance to staff on GIS applications
- Research GIS hardware and software equipment and applications, and make recommendations for purchase
- Define user needs and make recommendations
- Analyze a variety of geographic and mapping data, and develop logical conclusions and solutions
- Produce mission-relevant GIS-based analysis
- Communicate effectively in oral and written form
- Establish effective working relationships in a multi-agency, highly collaborative environment

## **EXPERIENCE AND EDUCATION**

- BA/BS or higher degree in GIS or related field
- Minimum of three to five years specific work experience in GIS with in-depth knowledge of GIS as applied to data development, data maintenance, application development and quality control procedures
- Minimum of three to five years experience with program management

## **WORKING CONDITIONS**

Reasonable and acceptable business office accommodations in a smoke-free environment, located in San Diego, California. Will utilize computer equipment on a daily basis.

## **LEGAL REQUIREMENTS**

1. U.S. citizen,
2. Valid California Drivers License with own transportation
3. Must pass a law enforcement background investigation
4. Must qualify for a federal secret level security clearance

## **HOW TO APPLY**

Submit your resume by U.S. mail, fax or e-mail as indicated below. Resume must specify experience / education that support qualifications for this position:

### **Submit resumes:**

VIA U.S. mail to: SD-LECC  
Attn: Human Resources  
4560 Viewridge Avenue  
San Diego, CA 92123

-or-

VIA fax to: (858) 495-7299  
Attn: SD-LECC Human Resources  
Re: SD-LECC GIS Coordinator position

-or-

VIA e-mail to: [jobpostings@sd-lecc.org](mailto:jobpostings@sd-lecc.org)

**Resume must be received no later than 5 p.m. on November 30, 2009**

**SELECTION PROCESS**

Phase 1: Review of resumes

Phase 2: The most qualified candidates will be invited to participate in interviews to be scheduled on or about the week of December 14, 2009.

NOTE: Candidates participating in Phase 2 must provide a list of five references that can verify the quality of experience and / or education NO LATER than their interview date.

Phase 3: Selected candidate must undergo and pass a law enforcement background investigation. (Federal top-secret security clearance process to follow.)

**Expected Hire Date:** TBD

**FOR ADDITIONAL INFORMATION**

Send all questions to [jobpostings@sd-lecc.org](mailto:jobpostings@sd-lecc.org)