

JOB DESCRIPTION



Job Title: GIS / P&D Coordinator
Department: Development & Construction
Reports to: VP – Development & Construction
Direct Reports: None
Date Prepared: April 2021

Job Summary	This dual role is responsible for keeping track of the St. Joe Company’s inventory of land, providing GIS services to JOE staff, and assisting in executing objectives related to residential development, project management, property management, and real estate sales.
Essential Functions	<ol style="list-style-type: none"> 1. Creates basic and specific maps using ArcGIS software. 2. Executes complex geospatial analysis and geoprocessing. 3. Performs advanced, complex GIS and related dataset design and analysis. 4. Maintains accurate records of JOE’s land inventory and review GIS data for accuracy. 5. Generates and manages data from various sources. 6. Manages the development of data collection, input, and modeling specifications for GIS data. Ensures that the map projects and related data are organized and accessible by staff. 7. Assists JOE business units with the land classification process and reports statistical information. 8. Ensures GIS data is properly presented on publicly accessible websites. 9. Makes JOE’s data available to consultants and subcontractors as needed. 10. Maintains and advances knowledge of GIS functionality, standards, and procedures. 11. Stays up to date of latest trends and advances in the GIS field, database design, and GIS hardware and software. 12. Oversees tax records and handles disputes. 13. Maintains relationships with tax officials. 14. Maintains relationships with municipal GIS departments. 15. Application Submittals to County. 16. Invoice Approval and Tracking. 17. Project Budget Tracking / Expense Reports. 18. Meeting Schedules and Notes. 19. Courier Service – pick up and deliver plans, submittals, etc. 20. Contractor Submissions / accountability to developer for documentation and timing. 21. DO reporting requirements. 22. Coordinates with builder partners and homeowners on design review
Education and Experience	<ul style="list-style-type: none"> • 5+ years of experience with GIS required. • Experience with ESRI software preferred. • Bachelor’s degree in GIS, computer science, information system management, geography, urban planning or related field is preferred. • A comparable amount of training and/or experience may be substituted for the minimum qualifications. GIS certification can be used to establish equivalency.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills are needed, as well as the ability to relate complex functional and systems requirements to non-technical users. • Strong communication skills – written, oral, and cartographic. • Strong interpersonal skills used in directing and supporting staff. • Good leadership skills used to help staff understand goals and direction. • Strong analytical ability used to interpret surveys and other legal documentation describing property boundaries. • Knowledge of the real estate industry and the land sales process.
Physical Demands	<ul style="list-style-type: none"> • Physical requirements include the ability to sit, type, see, speak and have the full use of hand dexterity.

	<ul style="list-style-type: none"> • Occasionally, this position may be required to move equipment weighing up to 60 lbs. • Ability to make hardware connections overhead or under desks. • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to travel. • Ability to sit for extended periods of time.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment, with occasional travel to other office locations

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The Company reserves the right to amend and change responsibilities to meet business and organizational needs.