

POSITION DESCRIPTION

Title: Geographic Information Systems (GIS) Manager

Department: Communications & Information Systems

Job Analysis: March 2007, Reviewed October 2011, **June 2018**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: CIS Director

Subordinate Staff: GIS Technicians, GIS Analysts, and other CIS employees defined by the current Department Organizational Chart

Internal Contacts: Commissioners, County Administrator, Department Heads, All Other County Staff

External Contacts: Vendors, Representatives from other Agencies

Status: Classified/Exempt (EC-8 **9**)

Job Summary

Provides coordination, supervision, and overall direction for the County's Geographic Information Systems Division. This individual is responsible for all phases of GIS development, implementation, and maintenance. In addition to coordinating departmental needs within the County, this individual will coordinate with other governmental agencies and various private sector entities in order to reap the benefits of developing a countywide GIS.

Job Domains

A. Project Management

1. Develop project implementation plans and budget.
2. Coordinate internal and external resources during implementation of project with emphasis on keeping project on schedule and within budget.
3. Develop reports and presentations.

B. Systems Analysis and Design

1. Maintain overall Geographic Information Systems Plan.
2. Perform Needs Analysis and Documentation.
3. Research and determine best solution(s) to meet defined needs.
4. Develop bid specifications for equipment, software, and services as required.
5. Develop standards to maintain seamless interface to all systems.
6. Provide expert analysis and decisions on functions associated with software and hardware configuration of the GIS system(s).

C. Systems Administration, Maintenance and Operations

1. Perform GIS data analysis, data preparation, and map creation as required.
2. Perform application development, implementation, and maintenance as required.
3. Design and Administer user security for GIS systems/databases as required.
4. Develop and implement maintenance plans on all GIS systems/databases as required.
5. Perform capacity planning and performance monitoring on all GIS systems as required.
6. Coordinate and provide supervision as required for all work done by assigned Staff & other CIS personnel.
7. Coordinate, assign, and prioritize GIS work orders.
8. Coordinate installation and maintenance service performed by outside service providers.
9. Perform maintenance and upgrades to GIS hardware, operating systems, and network systems as required
10. Ensure industry and departmental standards are enforced pertaining to naming conventions, methods, and documentation.
11. Develop Departmental & Enterprise standards as relates to Geographic Information Systems implementation and usage.
12. Conduct and/or coordinate user training classes as required.

D. Supervisory

1. Perform daily supervisor duties for all subordinates.
2. Establish and communicate priorities and timelines with subordinates.
3. Hold regular meetings with subordinates to ensure effective communication of policies and mission

Knowledge, Skills, and Abilities

1. Thorough knowledge of GIS concepts and principles including coordinate systems, Census geography, spatial topology, address geocoding, statistical analysis and cartographic methods.
2. Thorough knowledge of database design and administration methodologies.
3. Thorough knowledge of systems analysis and design methodologies.
4. Good knowledge of computer operating systems and computer networks
5. Good knowledge of computer peripheral equipment and graphic output formats
6. Good knowledge of project management principles, including budgeting.
7. Ability to apply GIS software and hardware technology to solve user problems and information needs.

8. Ability to plan and organize work in order to set priorities and meet deadlines.
9. Ability to relate highly technical issues and respond to questions at a layman's level of understanding.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to establish and maintain effective working relationships with department heads and other employees.
12. Ability to supervise the work of others.

Minimum

1. Should possess a Bachelor's degree from a recognized college or university in Geography, Computer Science, Information Technology, Engineering, or a closely related field. Course work should include emphasis in GIS and Computer Science specific studies; or a combination of education and experience equivalent to these requirements.
2. Should have a minimum of four (4) years' experience as a GIS Coordinator, GIS Analyst, or other similar position that demonstrates leadership and technical capabilities in a multisite distributed environment.
3. Should have a minimum of two (2) years' experience using ESRI ArcInfo and ArcView.
4. Should have development experience with HTML, Visual Basic, C#, and/or JAVA
5. Should have development experience with ESRI ArcIMS
6. Should have relational database experience utilizing Microsoft SQL and ESRI ArcSDE
7. Must be willing to travel and stay overnight as required.
8. Must be willing to work nonstandard hours, including weekends and overtime.
9. Must be willing to attend additional training, skills development, and other self improvement courses as deemed necessary by supervisor.