

# GIS Manager



## General Summary of Classification:

Coordinates the design, development, implementation, operation, and maintenance of the County's geographic information system (GIS); and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Oversees and coordinates the design, development and implementation of the County-wide GIS; works with other County agencies and departments to determine their mapping needs and to develop applications and processes to meet those needs; may lead and direct the GIS planning and design activities of a cross-functional team composed of staff from various County departments;
- Writes and reviews specifications for GIS development, implementation and maintenance; writes organization-wide procedures for GIS operation and maintenance and monitors and ensures compliance with established policies and procedures; implements standardization of mapping and ensures accuracy of aerial photography and monumentation;
- Develops and administers GIS budget, to cover implementation, updates and maintenance; prepares cost estimates, time schedules and workflow charts;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of geographic information systems, processes and techniques; extensive working knowledge of GIS concepts, theory and practices; extensive working knowledge of computers and other related GIS automated tools, systems, software and applications; proven and comprehensive skill in the use/application of various manual cartographic techniques; solid familiarity with and proven experience in working with traditional map production processes; excellent evaluative skills and the ability to develop department- and mission-specific applications and uses for GIS; extensive working knowledge of and experience with aerial photography, surveying and mapping standards; good financial management and administrative skills; good analytical skills.
- **Technical:** Excellent computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems, and applications to complete assigned tasks.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain mapping and development processes going forward.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Supervisory.
- **Environment:** Works indoors and outdoors; may work in various locations based on assigned duties, such as cross training.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties indoors and outdoors and at various other duty-related locations as needed.

## Minimum Education and Experience:

**Education:** Four (4) year degree in geography, earth sciences, information systems, engineering, or a related field, with a concentration in GIS studies;

**Experience:** Four (4) years of progressively responsible experience in cartography or geographic information systems work;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

## Other Requirements (License, Certifications, Training, etc.):

### Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.