

GIS MANAGER

General Summary

Under general supervision of the Executive Director or other senior administrative staff, performs advanced technical work in geographic information systems (GIS) analysis, design, and development. Work involves maintenance of data resources and operation of GIS software within the context of programs and policy directives. Work includes advanced GIS analysis, design, development and other GIS related activities. Work is performed with considerable independence and is reviewed through reports, conferences, and system effectiveness. Performs other related work as required.

Supervision Received:

This position reports to the Executive Director.

Supervision of:

This position holds supervisory authority over personnel assigned to directly support GIS activities.

Essential Duties and Responsibilities

The GIS Manager performs advanced analysis, design, and development. Can lead, train, and develop skills of other staff in GIS related activities. Duties and responsibilities include:

- Performs complex GIS analysis, design and development.
- Reviews data quality for accuracy.
- Obtains data using GPS devices.
- Issues physical addresses or changes to addresses.
- Edits and maintains GIS polygon layers for multiple government and public safety agencies.
- Prepares GIS user manuals; trains staff in the operation of GIS applications.
- Provides user support for GIS applications
- Performs GIS hardware and software operations; performs activities associated with implementation, operation, and enhancement of GIS hardware and software
- Assist in designing and enforcement of GIS database standards for content
- Assist in producing or reviewing preliminary and detailed designs for new or modified database elements.

Knowledge, Skills, and Abilities

- Knowledge of GIS software such as ArcGIS ArcMap, ArcGIS Pro, and ArcGIS Online
- Knowledge of automated mapping and spatial information processing methods and techniques.
- Knowledge of the capabilities of automated mapping and geographic information processing systems.

- Knowledge of cartographic design and drafting principles, automated mapping and GIS database design
- Ability to give instructions and direct the activities of staff in GIS related activities
- Ability to reason logically and to communicate effectively with system users to translate application concepts into system applications.
- Ability to establish and maintain effective relationships with user departments, administrative officials, and employees.
- Ability to translate technical concepts and terminology in terms understandable to system users.
- Ability to comprehend, process, and apply verbal and written skills appropriate to the job.

Minimum Requirements:

- Associates degree from an accredited college or university in a related field
- Proficiently read and speak the English language
- Must pass a background investigation that meets all local, state, and federal requirements for CJIS access.
- Must be able to pass a drug screening

Experience:

Four (4) years experience performing Geographic Information Systems activities.

Note:

Four years of college coursework (60 semester hours or 90 quarter hours) from an accredited college or university, to include completion of four (4) college-level courses in Geographic Information Systems may substitute for the four (4) years of required experience; or certification as a GIS-P may substitute for degree requirements

Statements included in the description are intended to be representative of the duties and responsibilities of this job, and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or working on nights, weekends, or holidays. Job will require operation of an automobile for obtaining job related data, and occasional travel for job related training.