

# GIS MANAGER

## **JOB PURPOSE AND SUMMARY**

This position performs highly responsible administrative, technical, and managerial tasks necessary for the development and operation of the County's Geographic Information System. Involves considerable interaction, cooperation, and collaboration with managers and officials of other public agencies and County Departments. The incumbent insures state of the art data base management and technology through directing the work of the Unit which utilizes ARC/Info software.

## **CLASSIFICATION DISTINCTIONS**

The Information System Manager classification is a highly responsible information system-related position within the County. Work involves coordinating with managers throughout the County in the design, development and implementation of the geographic information system and related products to meet varied needs and functions. Discretion is required in applying general goal and policy statements and in resolving organizational and product delivery problems. Considerable latitude and independence are exercised by the incumbent.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Manages the design and implementation of production standards and procedures for development of associated data bases and products; advises the Department of Assessment and Mapping on and formulates policies and procedures for integration of GIS services with other County departments, governmental jurisdictions and agencies.
- Negotiates interdepartmental and inter-jurisdictional data agreements to assure development of GIS with maximum benefit to users; represents GIS to user committees and the Data Processing Executive Committee; initiates related coordination and cooperative efforts to advance the implementation of GIS.
- Administers and manages the operation of the Geographic Information System within the County including software and hardware acquisition, standards compliance, database administration, and related system analyses and programming.
- Supervises professional and technical staff, including Project Coordinators, Analysts, Technicians, consultants and contractors; assigns, schedules, coordinates staff workloads in accordance with project requirements and priorities; evaluates performance and takes necessary corrective action.
- Prepares comprehensive reports of GIS development and activities; present reports to Board of County Commissioners, other departments and agencies.

- Projects, prepares, and monitors section budget and expenditures; prepares required governmental records and reports.
- Research new developments and applications in geographic information systems; define new directions for the County's system and evaluate system capacity and requirements; develops creative solutions to enhance system development through equipment configurations and software changes.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years experience in management and supervision of professional and technical staff, at least three of which involved managing and developing mapping applications for computer/data systems; and,
- A Bachelor's degree with major course work in geography, computer science, engineering or a closely related field.
- Any combination of education and experience that would likely provide the necessary knowledge, skills and abilities will be considered.

**Knowledge of....**principles, theories and methods of management as applied to Geographic Information Systems; data base management concepts and structures; the inter-relationships of project planning, applications development, data base administration, system requirements and creation of products and services; current developments, trends and technologies within the GIS field; structure, systems and functions of local governments; principles and methods of budget preparation and monitoring; principles and practices of supervision.

**Ability to....**comprehend and problem-solve complex data base systems including department and user equipment and software; coordinate systems, functions and personnel to meet user needs and produce cost effective products; establish and maintain effective working relationships with user management and staff, system clients, consultants, software and hardware suppliers and department management and personnel; manage the development and implementation of GIS policies and procedures; think conceptually, analyze data, and prepare recommended courses of action; communicate effectively both orally and in writing.

Office use: 6/22/00