

ROUTT COUNTY

CLASSIFICATION: GIS Manager

Created: August 2021

Department: GIS

Family: Professional/Technical

Approved By: County Manager

Pay Scale: GIS Manager

FLSA Status: Exempt

Date: August 2021

SUMMARY:

Under general direction, supervises, and performs professional and technical geographical information system (GIS) duties in the Information Technology Department (ITD); directs and supervises day-to-day staff activities related to GIS data development/administration, customer service and enterprise-level project and program management; performs complex technical duties utilizing GIS technology; ensures compliance with departmental GIS service agreements; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

An incumbent in this class supervises and performs very difficult GIS development, administration, customer service, and project management duties. The incumbent performs most duties independently, referring specific matters to a superior only when interpretation or clarification of organizational policy is necessary. Duties require highly advanced knowledge, interpretation, and application of information technology policies, procedures, and professional standards.

This class is distinguished from the class of Senior GIS Analyst because an incumbent in that class serves as a lead worker and works under direction to perform advanced professional GIS development and customer support tasks but does not directly supervise other employees.

SUPERVISION EXERCISED:

An incumbent in this class directly supervises the work of subordinate professional staff.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

- Supervises and motivates assigned subordinate staff performing professional GIS work; plans, schedules, assigns, directs, and evaluates the work; ensures that staff adhere to county and departmental policies, procedures, and other requirements; ensures that employees receive appropriate job-related training; promotes teamwork and skill development; initiates corrective and disciplinary actions as needed; participates in staff hiring processes.
- Supervises the planning, design, and production of GIS custom map products, services and spatial data tools for customers which allow them to visualize, query and edit data; ensures that day-to-day GIS activities are carried out in accordance with departmental policies, procedures and priorities as well as industry best practices and established service level standards; identifies opportunities for process improvement and develops, recommends and implements new or revised policies to increase work quality and efficiency.
- Serves as the primary administrator of the county's enterprise GIS database; supervises, directs, and participates in the construction, maintenance, updating and administration of GIS databases, and GIS-related infrastructure; ensures the appropriate integration of new information into GIS databases using established workflows and methods.
- Supervises the management of complex GIS projects to meet department business needs; meets with customers to determine data requirements and identify potential GIS opportunities; plans for acquisitions and integration into the countywide GIS system; directs the work of assigned project staff.

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- Negotiates and recommends hardware, software, and/or service purchases from vendors; supervises testing and evaluation of computer hardware, software, and telecommunications equipment before implementation; supervises equipment installation and determines necessary preventive and corrective maintenance.
- Supervises the conversion of Computer Aided Design (CAD) data to GIS in order to facilitate data analysis; directs the sharing of online GIS content.
- Serves as a technical and supervisory resource to ITD staff for the resolution of GIS issues and problems; removes barriers to facilitate appropriate solutions; directs and oversees system corrections; provides advanced technical assistance to staff as needed.
- Serves as an advanced technical resource to County departments regarding the use of GIS technology; provides complex information and advanced assistance in understanding and locating various types of maps and data; pre-approves maps, plats, and documents; analyzes and performs quality checks on conversion projects completed by outside contractors and internal development.
- Supervises the maintenance of the County's master address database, including operating standards for addressing, street naming, and publication of address-related geographic information.
- Supervises the development and delivery of training for GIS software and hardware users; monitors responses and status information for GIS-related Helpdesk tickets.
- Supervises the development and maintenance of GIS system and software documentation, including operational and end user policies and procedures, to best fulfill the department's mission in a cost effective, efficient, and secure fashion.
- Participates in the development and administration of assigned GIS budgets; monitors and maintains expenditures within established allocations.
- Creates and utilizes forms, databases, spreadsheets, activity logs, or other tools to track and maintain information; locates, retrieves, and compiles data from manual or computerized information systems; assembles and consolidates information from multiple sources.
- Types and/or prepares letters, memoranda, forms, labels, requisitions, receipts and other documents using a computer, printer, typewriter, or other input devices; completes various forms to process requests or claims; creates charts, tables or other graphics; prepares various operational and project status reports for management.
- Supervises the establishment and maintenance of departmental files and records for areas of assignment; creates new files and filing systems as required.
- Performs mathematical and financial calculations.
- Attends meetings and training as required; serves on committees, panels, task forces, or other groups as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a bachelor's degree in geographic information systems, computer science, geography, or a related field.

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Experience:

Six years of professional experience designing, operating and administering GIS databases to meet the needs of business customers. Experience working with County assessor's, planning, and emergency response departments is desirable.

Substitutions:

- Additional qualifying experience may substitute for the above-required education on a year-for-year basis.
- Equivalent, professional-level information technology training/certifications may substitute for all or part of the above-required education.

Licenses and Certificates:

- A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Possession of a GIS Professional (GISP) certificate is required.

Knowledge of:

- Principles and practices of public administration, including budget development and administration, human resources management, procurement, public relations, staff development, and strategic planning.
- Advanced principles and practices of supervision and leadership.
- Advanced operations, services and activities related to the utilization of GIS technology.
- Advanced project management principles and methods.
- GIS software programs including the ESRI suite.
- Advanced methods and techniques for developing maps and charts from multiple layers of data.
- Advanced operational characteristics, requirements and troubleshooting of GIS software, hardware and peripherals, including large format plotters and color printers.
- Advanced methods of troubleshooting complex computer system hardware and software problems.
- Advanced cartographic principles, conventions, and practices.
- Advanced operational characteristics of relational database management systems.
- Advanced GPS technology and GIS integration.
- Advanced principles and practices of customer service.
- Advanced operational characteristics of standard business software.
- Advanced methods of developing technical documentation and training materials.
- Advanced methods of compiling statistical and financial information and preparing analytical reports.
- Programming languages such as VB, Python, .Net, and JavaScript.
- Property addressing conventions and standards.
- Principles of surveying and real estate as they apply to land use planning and property assessment.
- The interpretation and understanding of various property ownership documents.
- Operational characteristics and standards of local and wide area network systems and infrastructure, including routers, switches, and Ethernet cabling.

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- Operational characteristics of printers, cameras, scanners, tablets, PDA's, smart phones and various handheld devices.
- Data storage and backup technologies.
- Standard office practices, procedures, and equipment.
- Correct spelling, grammar, and punctuation.
- Formats applicable to a variety of correspondence and business documents.
- Manual and electronic filing methods.
- Business mathematics including addition, subtraction, multiplication, division, fractions, and percentages.

Ability to:

- Plan, organize, schedule, and supervise the work of subordinate professional and technical staff performing information technology work.
- Research and analyze situations accurately and adopt effective solutions to complex systems problems.
- Exercise independent judgment, discretion, and initiative within limits of authority.
- Recommend and implement GIS technology operational policies and procedures.
- Interpret, apply, and explain complex policies, procedures, and regulations pertaining to assigned operations.
- Read, interpret, and apply information from technical publications, manuals, and other documents.
- Plan, direct, manage, and provide advanced technical expertise to complex information technology design and development projects.
- Coordinate the purchase of information technology equipment and services.
- Navigate and operate a wide variety of business-related software and hardware products.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Prepare a variety of documents using correct spelling, grammar, and punctuation.
- Perform accurate mathematical and financial calculations.
- Type accurately and at a speed that is sufficient to efficiently perform assignments.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

Physical and Mental Standards

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit at a desk for extended periods of time.
- Frequently walk, stand, kneel, and crawl; frequently work under desks and in cramped areas.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.

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- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- The employee typically works in a standard office environment where the noise level is moderate but may occasionally work outdoors in varied weather conditions.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.

*Adopted: 00-00-00

*Revised: 00-00-00