



# GIS MANAGER JOB DESCRIPTION

Job Title: GIS Manager

Job Code: GS100

Pay Grade: 128

Effective Date: October 2007

FLSA: Exempt

Revision Date: April 2023

## NATURE OF WORK

Under limited supervision, plans, directs, and manages the technical staff and activities of the Lewis County GIS (Geographic Information System) program and database systems, and ensures the program achieves strategic and tactical goals.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs GIS program activities and functions, including database management, applications development, client services, and data development and analysis.
- Maintains and ensures the integrity, security, and effective performance of County GIS program.
- Ensures that GIS projects meet objectives by planning all project phases; works with user departments and outside agencies to develop project objectives and scope of work; analyzes progress of GIS projects, and recommends and coordinates corrective actions; evaluates trends, anticipates problems, and reports on performance and status of GIS projects.
- Plans and manages the activities of staff; plans, prioritizes and assigns tasks and projects; trains and coaches staff; monitors work, develops staff skills, and evaluates performance.
- Plans, schedules, and prioritizes GIS activities and projects to ensure accomplishment of goals and objectives; reviews the work of assigned staff to ensure the work quality and timely completion of assigned duties and responsibilities.
- Represents the GIS functions to other County departments, elected officials, and external agencies; directs the coordination of GIS activities with outside agencies and organizations.
- Oversees special GIS projects; provides leadership, direction, and guidance in GIS implementation strategies and procedures; ensures effective communication of strategies and issues; provides leadership in the deployment of GIS technology.
- Manages budget preparation and administration; approves requests for software, supplies and equipment; monitors and controls expenditures; compiles and analyzes a variety of reports and usage statistics.
- Reviews and oversees quality control procedures to assure integrity of GIS database and accurate consolidation of data sets.
- Serves as subject matter expert on the GIS program; prepares special and recurring reports and proposals for projects, hardware, software and other GIS development plans.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Geography, Engineering, Computer Science, or a closely related field; AND five (5) year's experience in developing and managing a spatial database in a GIS program, including two (2) year's supervisory experience.

A valid Driver's License is required. Environmental Systems Research Institute, Inc. (ESRI) professional certifications are preferred; additional technical training and certifications may be required.

**KNOWLEDGE AND SKILLS:****Knowledge of:**

- County policies and procedures.
- Project management planning principles, tools, and techniques.
- Principles of land planning, surveying, mapping, global positioning systems, and usage of aerial photography and satellite imaging.
- Theory, principles, and practices of geographic information systems, including computerized data compilation techniques, ESRI database management systems, graphics applications and overlays, and spatial models for computer analysis.
- Principles and capabilities of computer systems, including networked environments and peripheral devices.
- Administration and maintenance principles of network operating domains, relational databases, and specialized software applications.
- Database systems integration, quality assurance procedures, and documentation of data sets.
- System access and security guidelines and procedures.
- Principles of administrative management, including personnel rules, strategic planning, budgeting, and effective employee supervision.

**Skills in:**

- Analyzing complex data and information systems problems, evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Using GIS - ESRI software suite programs and application programming languages.
- Assessing, analyzing, identifying, and implementing solutions to technical problems.
- Managing multiple projects, and prioritizing multiple tasks and demands.
- Presenting information in public and interagency meetings.
- Reading, understanding, developing, manipulating, and analyzing geographic information in a variety of data formats and projections.
- Understanding and working with data from multiple public and private sources.
- Compilation, analysis, and presentation of technical and statistical information in reports.
- Interpreting technical instructions and analyzing complex variables.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Maintaining technical records and files.
- Establishing and maintaining effective working relationships with other agencies and other County employees.
- Communicating effectively verbally and in writing.