



# GIS SUPERVISOR JOB DESCRIPTION

Job Title: **GIS Supervisor**

Job Code: **GS110**

Pay Grade: **126**

Effective Date: **October 2007**

FLSA: **Non-Exempt Teamsters Union**

Revision Date: **September 2025**

## NATURE OF WORK

Under general supervision, coordinates the development of the Lewis County GIS (Geographic Information System) systems and database according to County goals and objectives; supervises technical staff, coordinates development activities with other agencies, and ensures the integrity and security of the database.

## 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.*

- Ensures the integrity, security, and performance of GIS program database.
- Develops GIS applications in support of County goals; coordinates GIS development with other County departments and outside agencies, and supervises development projects.
- Supervises development of component layers and structure of spatial data; coordinates plans to acquire, exchange, share, and integrate digital data; coordinates the continuous development, operation, and maintenance of the GIS, including components of the system database, system hardware and software, and system design.
- Oversees the maintenance of the master reference grid (MSAG) that contains geodetic control points used for registering geographic data; determines and establishes quality control standards for GIS data layers for County departments and other agencies; develops procedures to reduce system errors and enhance system functionality and stability; coordinates special projects with County departments.
- Analyzes component layers and structure of multi-layered spatial GIS data sets; programs application modifications and enhancements to manipulate, integrate and compile data; updates and maintains the GIS database; cleans up and corrects data and new integrated data sets.
- Compiles geographic data from a variety of sources; scans, rectifies, and digitizes data; edits and refines GIS data, and updates database; performs quality control checks to assure data integrity.
- Serves as technical expert on the GIS program; prepares special and recurring reports and proposals for training programs, projects, hardware, software and other GIS development plans.
- Supervises assigned staff; prioritizes and assigns tasks and projects; counsels, coaches, trains, and instructs employees as required; works with employees to correct performance deficiencies.
- Plans, schedules and presents GIS training topics for staff.
- Coordinates a variety of administrative activities; coordinates technical issues with County Information Services.

## 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:****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 lead or 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.
- 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.
- Hardware and software troubleshooting techniques.
- Principles of administrative management, including budgeting and effective employee supervision.

**Skills in:**

- Analyzing technical issues, evaluating alternatives, and making recommendations based on findings.
- Using GIS - ESRI software suite programs and application programming languages.
- Assessing, analyzing, identifying, and implementing solutions to technical problems.
- 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.
- Assessing and prioritizing multiple tasks, projects and demands.
- Supervising 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 co-workers.
- Communicating effectively verbally and in writing.