



Geographic Information System Manager

Summary

Plan, organize, manage, and direct the staff, operations, maintenance, and services of the Geographic Information System (GIS) Division within the Economic Development and Open Government Department including coordinating and managing GIS workflow and projects, design and implementation of GIS applications and programs and databases, and preparation and monitoring of the GIS budget; advise and consult with City departments on the use of GIS programs and applications; and coordinate training and provide educational opportunities on GIS related topics for City departments.

Class Characteristics

General direction is provided by the Economic Development and Open Government Director; responsibilities include the direct and indirect supervision of professional, technical, and/or support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Supervise, direct, and evaluate assigned staff, resolving employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Manage and oversee the planning, coordinating, and maintenance of Citywide GIS business functions, including business processes for the upkeep of spatial data.

Lead and participate in the development, implementation and evaluation of GIS goals and objectives.

Serve as the primary resource to City Departments, external agencies, vendors, and citizens for GIS projects, questions, and issues.

Establish, implement, and review work policies, procedures, and plans for the system; monitor system activities and usage to adjust as needed.

Work with Information Technology (IT) technical staff to monitor system hardware performance to maximize efficiency of equipment and software; recommend hardware and software updates; coordinate training opportunities and technical support required to utilize new GIS hardware and software acquisitions and upgrades.

Coordinate organizational initiatives, projects, user requirements, and system capabilities; oversee the development and implementation of special projects.

Prepare documents, correspondence, technical and management reports for the enterprise GIS; develop applicable operational standards, manuals and guidelines for the enterprise GIS.

Work with and direct the performance of vendors retained under contract to complete tasks relating to the enterprise GIS; monitor work scope, task schedules, and contract budgets and vendor personnel performance.

Prepare detailed annual and ad hoc budget reports relating to the enterprise GIS and seek grant funding for system improvements, new and enhances databases, digital imagery and other GIS related activities.

Perform analysis, mapping, application configuration and deployment, and geodatabase development as needed.

Represent the enterprise GIS in a professional manner to present and explain its mission, priorities, benefits, and work tasks to elected officials, user groups, and the community at large.

Perform related duties as assigned.

Skills/Abilities:

Plan, supervise, coordinate, and review the work of others.

Select, train, and motivate staff.

Manage conflict, negotiate, and resolve employee relations issues and grievances.

Successfully manage projects requiring the application of planning, process initiation, communication, control, leadership, resources and personnel management, monitoring, decision making and closing skills, principles, tools and techniques.

Anticipate, plan and coordinate the work of subordinate technical and team members of other departments.

Analyze problems and situations and to present appropriate facts and recommendations concisely in written and oral form.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Principles and practices of leadership, supervision, training, and performance evaluation.

The principles of management and organization.

Geographic Information Systems standards, practices and procedures.

GIS software, including ESRI Arc suite of products and GIS programming languages, including Avenue, C, Visual Basic, Arc Macro Language, Oracle, and SQL Server or their current equivalent as identified.

Database management systems principles.

Cartography and map design pertaining to static maps and interactive web mapping applications.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in GIS, geography, data science, computer science, or a related field. A Master's degree with major course work in a related field is desirable.

Experience:

Five years of increasingly responsible experience in the design, development, implementation, and administration of geographic information systems, including project management and oversight and three years experience in a supervisory capacity.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 07/10/00

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Department: Economic Development and Open Government

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