GIS Manager

Job Description

Department:	Information Systems
Position:	Career Service
Grade:	732
Supervisory:	Yes
Reports to:	Director – Information Systems

Summary

Under general supervision of the Director - Information Systems, perform supervisory and technical GIS administrative work in managing and directing all GIS activities for Utah County Government.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage and coordinate all programs and activities of the County's GIS functions including providing technical assistance and enhancement of programs to meet the needs of various County departments, government agencies, volunteer groups, and the public.
2. Act as the County's primary point-of-contact for GIS related issues; represent the County in interactions with other agencies and software providers regarding GIS matters and make presentations to boards and commissions as required.
3. Supervise, plan, coordinate, and direct the work of GIS functions including developing and implementing goals, objectives, policies, procedures, and GIS work standards.
4. Make staffing decisions within the GIS Division regarding hiring, training, performance evaluation, scheduling and assigning work loads, and assigning work locations.
5. Conduct and oversee training for County employees in GIS procedures and software.
6. Oversee the design and maintenance of the County's GIS database which serves internal GIS functions as well as multiple external agencies including the County's 911 emergency dispatch mapping system; implement, manage, and document GIS database standards and metadata.
7. Perform regular data audits of GIS data and ensure quality control measures are in place concerning GIS data generation and maintenance.
8. Establish and implement policies, procedures, and technologies to ensure GIS security.
9. Negotiate and monitor contracts with technical specialists aiding in the development of the GIS including the acquisition, storage, and dissemination of current and historical aerial imagery.
10. Oversee the development of customized GIS applications and tools that extend access of GIS technologies to County departments and the public including web-based GIS applications.

11. Design, program, and oversee the programming of custom applications and tools for use in entry of geographic information, data analysis, map production, report production, and enhancement of existing programs to meet current requirements using various object-oriented, scripting, and web-based markup programming languages.
12. Perform and oversee GIS system administration duties; collaborate with supervisors to secure server hardware access to achieve County-wide availability, reliability, and scalability of GIS applications to meet County business needs and demands.
13. Conduct research on the availability and usefulness of GIS-related hardware and software in support of procurement and system development efforts; recommend and execute modifications to GIS software to improve efficiency, reliability, and performance.
14. Lead transition of GIS applications to next generation environments and/or cross-functional systems.

Knowledge, Skills, and Abilities
- Knowledge of computer programming and design techniques, languages and object-oriented programming tools
- Knowledge of civil engineering, cartography, cartographic principles, surveying and drafting
- Knowledge of supervisory techniques
- Knowledge of administrative principles relating to goal setting, employee evaluations, and program development coordination
- Knowledge of laws, codes, and regulations related to the development and implementation of a Geographic Information System
- Knowledge of ESRI's current lineup of GIS database, mapping and analysis software and GIS application development packages
- Skilled in document composition
- Skilled in reading, writing, and advanced math
- Skilled in making verbal presentations
- Skilled in database architecture, data modeling, data normalization, data factoring, and data archiving
- Skilled in utilizing geographic information systems
- Ability to develop and maintain cooperative working relationships with elected officials, department heads, and other stake-holders contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain files and detailed and accurate records and reports
- Ability to prioritize and coordinate and multiple tasks efficiently
- Ability to supervise and train others effectively

Supervisory Responsibility
This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, but occasional field work may be performed outdoors. Work may expose the incumbent to possible bodily injury while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. Works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in geographic information systems, geography, planning, computer science, or a related field.
2. Five (5) years of experience in GIS database management of an ArcSDE database enterprise system of which two (2) years are in a supervisory capacity.
3. Must have extensive experience using ESRI products (ArcGIS Desktop, extensions and GIS Server products).
4. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Master's degree in geographic information systems, geography, computer science, or a related field.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check. Due to potential access to sensitive and protected data, this position is subject to additional criminal background checks as directed by the Information Systems Department.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____