



# JOB DESCRIPTION

<b>Title</b>	<b>GIS Cartographic Program Manager</b>	<b>Created</b>	June 2020
<b>Department</b>	Information Systems	<b>Revised</b>	
<b>Job Class</b>	M 7	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Exempt

## **Purpose**

To manage, coordinate, and provide professional data analysis and programming support for county Geographical Information Systems (GIS). The GIS Cartographic Program Manager exhibits strong technical, leadership, and management skills, and leads a multi-departmental GIS program responsible for geographic data, projects, and policies for the program. This position, reporting to the Information Systems Manager, is housed in the Information Systems Department, but develops county-wide GIS policies in collaboration with the county's GIS committee.

## **Essential Functions**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to perform.

- Supervise GIS staff and the GIS program including assigning and reviewing work, evaluating performance, training, and recommending necessary disciplinary action.
- Under the guidance of the GIS Committee, analyze, develop, document, and implement a strategic GIS plan with input from county GIS users.
- Lead the development of program alternatives (including cost, benefit, pro/con, and timeliness analysis) to meet the objectives of the GIS strategic plan with input from the GIS Committee, GIS users and consultants.
- Coordinate and, if needed, provide GIS-specific technical or project supervision of both staff and senior staff who are housed in other departments/divisions, such as Public Works (engineering and surveying), Sheriff's Office, Community Development, and Assessment and Taxation (cartography).
- Coordinate maintenance of land information using the county GIS. May input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points; using the GIS under the direction of the GIS Committee and the Information Systems Manager.
- Manage and assist in the production of custom maps of land information to meet specific county GIS user needs.
- Provide training and technical assistance to county GIS staff in the operation of standard GIS application systems.
- Answer inquiries from county staff, the public, and outside agencies concerning the county GIS.



# JOB DESCRIPTION

- Provide and manage GIS staff assistance to appointed and elected citizen groups, as well as a variety of internal and external stakeholders.
- Perform a variety of studies and prepare and present staff reports and related work as required.
- Perform routine operating system and GIS software administration including the administration of GIS data license agreements, intergovernmental agreements, and GIS software licenses.
- Under the supervision of the Information Systems Manager and in coordination with Assessment & Taxation, assist in the development of cartographic and digital standards of the county GIS.
- Follow all safety rules and procedures established for work areas.
- Perform other duties as assigned.

## ***Mandatory Qualifications***

Bachelor's degree in GIS or the equivalent in a closely related field such as cartography, natural sciences, geography, computer science, or engineering with one year of college course work related to cartography or geographic information.

Five to eight years' GIS experience with a minimum of two years' technical experience with ESRI products and minimum of one year of project management with a demonstrated ability to manage large-scale multi-departmental GIS projects. Knowledgeable in the principles, theories, and methods of Geographic Information Systems, particularly as utilized within the ARC/Info software including a working knowledge of Arc/Info and the ArcMap family of products. Familiarity with software programming languages such as AML, Visual Basic, Python, or .NET. A working knowledge of the Microsoft Windows Operating System.

Requires the knowledge of application and system development methods to complete strategic and project plans, data modeling, system design, and a working knowledge of relational databases. Knowledge of cartographic and GIS principles with focus on local government GIS including taxation/appraisal mapping, public works, surveying, planning, and public safety including entry/update, analysis, map production, and data administration.

Ability to train staff in basic GIS operations, establish and maintain working relations with county staff, the public and outside agencies; communicate effectively orally and in writing.

## ***Physical Demands***

Physical demands on position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds.

## ***Working Conditions***

Typical office environment.



# JOB DESCRIPTION

---

## ***Supervisory Responsibility***

Has direct supervisory responsibility for the GIS staff. Oversees county-wide GIS projects, and manages all aspects of said projects. Works under the Information Systems Manager, who provides policy and administrative direction and reviews performance.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.