

## GIS PROGRAM MANAGER

### NATURE OF WORK

This is responsible professional and administrative work coordinating an enterprise Geographic Information System (GIS) in a multi-departmental interagency environment.

Work involves responsibility for the overall coordination and management of a Geographic Information System through the GIS Administrative Committee. Work includes coordinating user requirements with system capabilities; coordinating the establishment and implementation of system policies, procedures and standards; coordinating the training of system users; and performing as program coordinator for the enterprise Geographic Information System. Supervision is received from an administrative superior with work being reviewed in the form of reports, user coordination, conferences and results achieved. Supervision may be exercised over subordinate technical and administrative personnel.

### EXAMPLES OF WORK PERFORMED

Works with the GIS Administrative Committee to establish common goals, program objectives, project priorities, operational policies and strategic plans within which multi-departmental GIS initiatives are formulated, funded and implemented; acts as Chair for GIS Administrative Committee and serves as liaison/contact person for GIS Administrative Committee.

Keeps the GIS Administrative Committee informed of all situations that would affect the accomplishment of goals and objectives.

Coordinates work programs, projects, user requirements, and system capabilities; oversees the development and implementation of special projects.

Works with Information Services (IS) to monitor system hardware performance in order to maximize efficiency of equipment and software; recommends hardware and software updates; coordinates training opportunities and technical support required to utilize new GIS hardware and software acquisitions and upgrades.

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

Establishes, implements, and reviews work policies, procedures, and plans for the system in conjunction with the GIS Administrative Committee; monitors system activities and usage in order to make adjustments as needed.

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

Oversees and performs work relating to the development of user and system-wide applications.

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

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

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles of management and organization.

Considerable knowledge of Geographic Information System standards, practices and procedures.

Considerable knowledge of ESRI software.

Knowledge of database management system principles.

Ability to work closely with individuals and diverse groups to build teams and maintain lasting consensuses.

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

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to anticipate, plan for and coordinate the actions required to meet the needs of system users.

Ability to plan and coordinate the work of subordinate technical and administrative personnel and team members of other departments.

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

Ability to establish and maintain effective working relationships with co-workers, system users and the public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a Master's degree with major course work in planning, geography, computer science, engineering, public or business administration, public relations, information services or related field; plus considerable experience with ESRI software and GIS concepts and technologies; and considerable experience in a responsible administrative or managerial capacity involving policy formulation, team building, staff coordination and consensus building.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in planning, geography, computer science, engineering, public or business administration, public relations, information services or related field; considerable experience with ESRI software and GIS concepts and technologies; and experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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