

LANCASTER COUNTY  
GEOGRAPHIC INFORMATION SYSTEMS MANAGER

NATURE OF WORK

This is responsible professional and administrative work managing a Geographic Information System in a multi departmental inter-agency environment.

Work involves responsibility for the overall coordination and management of a Geographic Information System including staff, facilities, and related programs. Work includes coordinating user requirements with system capabilities, establishing and implementing system policies, procedures, and standards, supervising the training of system users, and performing as system administrator for the computer system. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved. Supervision is exercised over subordinate technical personnel involved in drafting and system operations.

EXAMPLES OF WORK PERFORMED

Supervises and trains subordinate technical employees operating the Geographic Information System, and monitors work in order to ensure efficient and accurate completion of projects.

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

Monitors system hardware to maximize efficiency of equipment; recommends hardware and software updates; provides training opportunities required to utilize new hardware and software acquisitions.

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

Acts as County and/or assigned department representative during technical meetings addressing GIS issues.

Demonstrates and explains system's capabilities to potential users; assists new users in the operation of equipment; schedules training sessions and establishes work goals and objectives; acts as a resource person and assists users when problems arise.

Oversees the operation and maintenance of department's microcomputers system.

Develops and maintains GIS budget; reviews and revises system charge rates; approves expenditures for system materials, supplies, and services; drafts, reviews, and monitors contracts and agreements related to the operation of the Geographic Information System.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the principles of management and organization.

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

Knowledge of the principles and practices of civil engineering and land surveying.

Knowledge of ARC/INFO software.

Knowledge of database management system software.

Knowledge of UNIX operating systems and system administration procedures.

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

Ability to plan and meet present and future needs of system users.

Ability to adapt approved engineering and surveying methods and standards to the system.

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

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

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

Ability to communicate effectively both orally and in writing.

7530 LANCASTER COUNTY GEOGRAPHIC INFORMATION  
SYSTEMS MANAGER

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in planning, geography, computer science, engineering or related field and thorough experience using ARC/INFO software plus considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in planning, geography, computer science, engineering or related field and considerable experience using ARC/INFO software plus experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

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

\_\_\_\_\_  
Personnel Director

10/88  
Revised 11/94

PS7530