

## LANCASTER COUNTY GEOSPATIAL ADMINISTRATOR

### NATURE OF WORK

This is responsible professional and administrative work managing an enterprise-level Geographic Information System (GIS) in a multi departmental inter-agency environment.

Work involves responsibility for the overall coordination and management of an enterprise Geographic Information System (GIS) 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 County ArcGIS Enterprise platform. Supervision is exercised over technical personnel involved in GIS and data analysis operations. General supervision is received from the Assessor/Register of Deeds or their designee with work being reviewed in the form of results achieved.

### EXAMPLES OF WORK PERFORMED

Oversee and administer the direction and responsibilities of the County enterprise Geographic Information System (GIS) and monitor work to ensure efficient and accurate completion of projects.

Develop and execute long-range strategic plans, schedules, and priorities to acquire and implement technology relating to GIS applications and processes to improve existing/potential business functions.

Direct the creation, implementation and maintenance of standards, procedures and workflows relating to GIS data development, quality control and distribution.

Monitor system hardware and software to maximize efficiency of equipment and processes; recommend hardware and software improvements; provides training opportunities required to utilize new hardware and software acquisitions.

Establish, implement, and review policies, procedures, and plans relating to GIS data processing systems.

Act as County and/or assigned department representative for all enterprise GIS related initiatives.

Demonstrate and explain system capabilities to potential users; schedules training sessions and establishes work goals and objectives.

Develop and maintain GIS education budget; draft, review, and monitor contracts and agreements related to the operation of the enterprise Geographic Information System.

Perform related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of geospatial concepts, principles and practices.

Extensive knowledge of Esri's ArcGIS technology platform

Extensive knowledge of relational database systems design and development and administration.

Considerable knowledge of the principles of management and organization.

Considerable knowledge of systems analysis and programming used in GIS data processing systems.

Considerable knowledge of project management principles and related methodologies.

Ability to develop, establish and implement policy regarding GPS, GIS and computer processes to ensure efficient and consistent data maintenance and use.

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

Ability to plan and coordinate the work of support staff and team members within the enterprise.

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 department heads, elected officials, team members, and the public.

Ability to communicate effectively both orally and in writing.

## DESIRABLE QUALIFICATION

Possession of a Geographic Information Systems Professional (GISP) certification.

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in GIS, planning, geography, computer science, engineering or related field and six years of experience working with computer software, hardware and operations systems relating to Geographic Information Systems; plus, six years of experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.