

GIS MANAGER

JOB PURPOSE AND SUMMARY

This position performs highly responsible managerial, administrative, and technical tasks necessary for the development, maintenance, and operation of the County's Geographic Information System (GIS). Involves considerable interaction, cooperation, and collaboration with managers and officials of other public agencies and County departments. The incumbent ensures state-of-the-art GIS data management and technology implementation through directing the work of the division which utilizes Esri GIS software within a multi-user, enterprise environment.

CLASSIFICATION DISTINCTIONS

The GIS Manager classification is a highly responsible information system-related position within the County. Work involves coordinating with managers throughout the County in the design, development, and implementation of GIS solutions and related products to meet varied needs and functions. Discretion is required in applying general goal and policy statements and in resolving organizational and product delivery problems. Considerable latitude and independence are exercised by the incumbent.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Manages the design and implementation of production standards and procedures for the development of GIS-related data, products, and applications; formulates policies and procedures for integration of GIS services with other County departments, governmental jurisdictions, and public agencies.
- Negotiates inter-departmental and inter-jurisdictional service agreements to assure development of GIS with maximum benefit to users; represents GIS to public agencies and user committees; initiates related coordination and cooperative efforts to advance the implementation of GIS.
- Provides direction and management of the operation of GIS within the County including software and hardware acquisition, standards compliance, database administration, related system analyses and application programming, and compliance with existing service agreements as well as federal and state law.
- Supervises professional and technical GIS staff, as well as consultants and contractors; assigns, schedules, and coordinates staff workloads in accordance with project requirements and priorities; evaluates staff performance and takes necessary corrective action; provides staff with professional development recommendations consistent with division needs and individual career goals; fosters a collaborative and innovative team environment.
- Prepares comprehensive reports of GIS developments and activities; present reports to Board of County Councilors other County departments, and public agencies.

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- Projects, prepares, and monitors division budget and expenditures; researches and recommends GIS purchases to improve and support organizational goals; prepares required governmental records and reports.
- Researches new technological advances in field of GIS to stay informed of trends and best practices; recommends strategic enhancements to the County's GIS.
- Serves as main point of contact for GIS-related matters for County staff, outside agencies, and the public; provides support for emergency management.
- Performs other duties as assigned.

QUALIFICATIONS

- Five years' experience in management and supervision of professional and technical staff, at least three of which involved managing, developing, and maintaining GIS-related data and applications; and,
- A Bachelor's degree with major course work in geography, computer science, engineering, or a closely related field.
- Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities will be considered.

Knowledge of: principles, theories, and methods of management as applied to GIS; spatial database management concepts and structures; the inter-relationships of project planning, applications development, database administration, system requirements, and creation of products and services; current developments, trends, and technologies within the GIS field; structure, systems, and functions of local governments; principles and methods of budget preparation and monitoring; principles and practices of supervision.

Ability to: prioritize multiple GIS projects and negotiate realistic expectations with a high level of customer service and responsiveness; comprehend and problem-solve complex workflows and data management systems including department equipment and software; coordinate data, systems, and personnel to meet user needs and produce cost effective solutions; establish and maintain effective working relationships with department management and staff, partner agencies, consultants, and software and hardware suppliers; manage the development and implementation of GIS policies and procedures; think conceptually, analyze data, and prepare recommended courses of action; communicate effectively both orally and in writing.

Office use: 6/22/00
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