

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work planning and coordinating the County's geographic information system program; does related work as required. Work is performed under general supervision. Supervision is exercised over all division personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating and directing geographic information system programs and services; overseeing the preparation of display style maps and data; assisting system users and the public concerning mapping program; overseeing the preparation and maintenance of files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; counsels, disciplines and completes employee performance appraisals; interviews employment candidates; makes hiring decisions; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of and inspects completed work; assists with complex problems/situations; provides technical expertise.
- Performs departmental administrative functions; processes employee concerns/problems; approves leave requests; processes time sheets; conducts and arranges for training/education programs; review phone logs/usage.
- Plans future staffing and equipment purchases/replacements and future capital expenditure needs; develops training programs.
- Develops and implements budget; processes and approves purchases and expenditures; monitors budget encumbrances and debits; prepares budget amendments and carry-over requests; communicates with staff regarding financial expenditures, problems or issues.
- Develops, recommends and implements department policies and procedures.
- Approves, prioritizes, resolves and closes service requests through Technology Service Management system.
- Responds to questions, complaints or suggestions related to GIS department products, activities and personnel; provides information as requested; researches problems; initiates problem resolutions.
- Develops and implements long/short-term goals and objectives; participates in development/implementation of County policies.
- Plans future products, enhancements and procedures relating to department operations; assesses user needs.
- Processes revenue receipts and cash transmittals for digital data purchases and map product purchases; produces new map layers and databases; performs analysis of complex geo-databases; provides special reports, documents and/or maps.
- Conducts quality assurance and control on geographic information system datasets before publishing to computer servers.
- Performs maintenance of GIS computer equipment/peripherals;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of automated mapping and information processing methods and techniques; comprehensive knowledge of the capabilities of automated mapping and geographic information processing systems; comprehensive knowledge of cartographic principles, automated mapping, geographic information system database design and structure; thorough knowledge of the operation, uses and capabilities of personal computers and peripheral equipment; thorough knowledge of personal computer software systems and their capabilities; comprehensive knowledge of geographic information system hardware and software components, data communication and network methods and techniques; general knowledge of land surveying techniques; ability to train employees in the operation of computer graphics hardware and software; ability to deal tactfully and courteously with the public; ability to interpret and explain laws, policies, and procedures; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, computer science or related field and considerable experience with geographic information systems including some management and supervisory experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of professional certification in geographic information systems from an accredited program.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.