

MAJOR FUNCTION

Serves as primary oversight of all geographic information systems (GIS) activities within the organization. Major function revolves around the strategic management and optimization of GIS technology to support decision-making, planning, and operational activities. Responsible for developing and maintaining GIS databases, ensuring data accuracy, integrity, and security. Designs and implements GIS applications and tools tailored to meet the diverse needs of various departments. Provides technical support and training to staff, fostering GIS literacy across the organization. Collaborates closely with stakeholders to identify requirements, develop solutions, and ensure compliance with data standards and regulations. Through spatial analysis and the production of maps and reports, facilitates informed decision-making processes. Manages projects, budget, and resource allocation for GIS initiatives. . Acts as a bridge between technology, data, and decision-makers, driving efficiency and innovation through the effective utilization of GIS resources.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Oversees the development, maintenance, and integrity of GIS databases, ensuring data accuracy and security. Design and implement GIS applications and tools tailored to meet organizational needs, providing technical support and training to staff members to ensure proficient use of GIS technology. Collaborate with stakeholders to identify requirements and develop solutions. Conduct spatial analysis and produce maps and reports. Manage GIS projects, including budgets, schedules and resource allocation, while also ensuring compliance with data standards and regulations. Actively seek out advancements in GIS technology and best practices to enhance existing systems and processes, fostering innovation and efficiency within the organization.

Other Important Duties

May serve as a departmental computer super-user, providing technical assistance to colleagues. Handles routine departmental data requests from the public, ensuring timely and accurate responses. Defines and documents data conversion standards and procedures for use with desktop and GIS networks, ensuring consistency and efficiency in data management. Manages ArcGIS Online, for mapping and spatial analysis, and configures it to meet specific needs. Facilitates collaboration and sharing across the organization, providing training and support to staff members on usage. Assists consultants with the production of GIS applications, leveraging their expertise to ensure project success. Performs other related work as required, demonstrating adaptability and a willingness to contribute to various aspects of GIS operations and projects.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Proficiency in GIS software such as ArcGIS, and familiarity with spatial data concepts and geospatial analysis techniques. Strong database management skills, including data manipulation and scripting languages (i.e. SQL and Python). Excellent analytical, problem-solving, and communication abilities are paramount for interpreting spatial data, resolving issues, and effectively communicating insights to stakeholders. Project management skills for overseeing GIS projects from conception to completion, including budgeting, scheduling, and resource allocation. Adaptability and a willingness to stay abreast of advancements in GIS technology and best practices. Adept at integrating GIS data with other systems and applications used within the organization, such as customer relationship management (CRM) or asset management systems, to enhance decision-making processes and streamline operations.

Minimum Training and Experience

Possession of a bachelor's degree in geography, computer science, information systems, business administration, engineering, urban planning, or a related field, and one year of professional experience in computerized mapping, geographical information systems (GIS), or infrastructure modeling and design using computer-aided drafting and design (CADD); or an equivalent combination of training and experience.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

The selected applicant must successfully complete a fingerprint-based criminal background screening. Must obtain Criminal Justice Information Systems (CJIS) certification within 30 days of employment and must maintain as a condition of continued employment.

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