

LEE COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: GIS MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical and managerial functions related to the implementation, deployment, and use of Lee County's Enterprise Geographic Information System (GIS) and related technologies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Consults with city and county departments and IT Department regarding departmental GIS needs and requirements; including identifying, designing, and developing GIS applications and strategies and procedures for integrating the GIS program with existing databases.

Oversees various projects involving GIS processing, including data input/verification, data collection, database storage, creation, and manipulation, data analyses, and data presentation; analyzes overall project requirements to define current project, anticipate problems, and forecast future project needs; consults with assigned staff to assist with complex/problem situations and provide technical expertise.

Performs system administration duties with regard to operating system and software problems; coordinates system administration, system security, application development and strategic GIS activities countywide.

Establishes maintenance procedures to ensure database(s) are current with new construction and other activities that may require database modification.

Reviews products, literature and studies and develops recommendations for standards to guide GIS related applications development; coordinates with contract vendors the development of data, in both digital and hard copy formats delivered through data conversion activities or from other sources.

Serves as technical resource to city/county departments, including providing assistance and training in the use of GIS data and systems, and recommending, troubleshooting, and providing support for GIS software, databases, and other related applications.

Operates or uses various equipment, tools, and supplies to define project specifications, view geographically referenced maps, perform database queries and prepare reports; uses ESRI's ArcGIS tools, including coordinate geometry (COGO), to input and maintain various GIS geofiles, related database information, and other GIS tools and products.

Conducts Global Positioning System (GPS) based field surveys, including processing and integrating the information into the GIS program.

Communicates with Director, employees, city/county departments, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Represents the County on committees at local, state, and federal levels that may address GIS issues.

Operates a personal computer to enter retrieve, review or modify data utilizing ArcGIS, Microsoft Word, Excel, Access, Microsoft Paint, word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures; receives, processes or completes various forms, reports, correspondence, and other documentation including subdivision/survey plats, deeds/meets and bound descriptions, ordinances, Federal metadata documentation, spreadsheets, charts, maps, and aerial photographs; forwards or retains as appropriate.

Responds to citizens' questions and comments in a courteous and timely manner.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to remain current on principles, practices, and new developments in GIS.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering, Planning, Computer Science or closely related field preferred; additionally, three (3) years progressively responsible surveying, GIS planning, design or closely related field required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Most possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory, and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functioning Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depths, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Lee County, Georgia is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, Lee County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.