GEOGRAPHICAL INFORMATION SYSTEM (GIS) MANAGER

DEFINITION
Under general direction, manages, develops, maintains and documents the Geographical Information System (GIS) land-based data and applications and supervises assigned staff.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages, develops, maintains and documents the Geographical Information System land-based data and applications;
- Maintains data layers, reports and maps derived by GIS analysis;
- Processes and approves GIS services and map requests;
- Provides system support, training and assistance for GIS system software and hardware;
- Prepares documentation and materials for training; solicits sources of training for GIS users.
- Researches technology trends;
- Attends and participates in local and regional user group meetings and demonstrations in GIS technologies;
- Evaluates and recommends Public Works technologies and hardware advances;
- Administers the department file and application server;
- Maintains GIS contracts and license agreements for system software and hardware;
- Reviews and approves site plans to ensure compliance;
- Manages GIS staff, schedules work activities and evaluates performance of assigned staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of Geographical Information System principles, management and/or supervision principles,
- Skilled in managing, delegating, and evaluating work of assigned staff, prioritizing and scheduling division activities, providing and following oral and written instructions, and in establishing and maintaining effective working relationships;
- Ability to effectively communicate verbally and in writing, perform essential duties with minimum supervision
- Proficient in operating a personal computer and software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor’s degree from a four-year accredited college or university in Engineering, Geography or closely related field, AND four (4) years experience in Geographical Information Systems including one (1) year at a supervisory level OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.