



JOB DESCRIPTION

JOB TITLE: GIS Supervisor

JOB CODE: 2140

DEPARTMENT: Geographic Information Systems

FLSA STATUS: Exempt

REPORTS TO: County Manager

SUMMARY OF JOB PURPOSE

Plans, manages and coordinates the operations and enhancement of the Douglas County Geographic Information System (GIS); supervises staff, coordinates client requests, and prioritizes the technical development cycle.

ESSENTIAL FUNCTIONS

1. Coordinates and integrates GIS services throughout County departments; integrates GIS data development processes between departments; develops and manages programs to provide GIS resources to departments; evaluates user requests for new or modified programs and functions to determine scope, specifications, feasibility, timing, and cost considerations; works with user departments to develop project objectives and scope of work; analyzes progress of GIS projects and assures that GIS projects meet objectives; recommends and coordinates corrective actions when necessary and reports on performance and status of GIS projects.
2. Effectively supervises department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the new employee selection process, including formulation of applicant testing and participation on panel interviews; oversees training of new employees and development of staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
3. Prioritizes development of component layers and structure of spatial data; coordinates and prioritizes plans to acquire, exchange, share and integrate digital data; manages central GIS data repository including structure, maintenance, and quality control; develops fee structure for GIS products.
4. Monitors GIS database environment, access, security, functionality and utilization; recommends enhancements to hardware, software, and procedures to assure database standards, performance, and system integrity goals are met; coordinates the continuous development, operation, and maintenance of the GIS; designs hardware systems and configurations to integrate new computer equipment with existing systems to achieve effective utilization of resources.
5. Oversees the development of departmental goals and objectives; conducts research and develops new GIS related products and procedures; develops short and long-term plans to establish personnel and software/hardware needs; determines yearly goals and objectives; prepares plans for long-range direction of department; prepares annual budgets for GIS operations and monitors expenditures.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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6. Develops and manages standards and procedures for maintenance of data systems; reviews quality control procedures to assure integrity of GIS database and accurate consolidation of data; oversees special GIS projects; provides leadership, direction and guidance in GIS technical strategies and procedures; assures effective communication of strategies and issues.
7. Represents the County in a variety of public forums; conducts presentations; serves as subject matter expert on the GIS program and provides leadership in the deployment of GIS technology; participates on various GIS technical and advisory teams; provides advice and information on GIS data management and acquisition issues; identifies training needs, and develops training plans for staff and clients.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in GIS, Computer Science, Geography or Earth Science and six (6) year's GIS systems, application development, database and system design, data conversion and analysis experience, including experience as project or team leader; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, logarithms, and geometry; ability to calculate figures such as proportions, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles of surveying, mapping, global positioning systems, and usage of aerial photography and satellite imaging; principles and capabilities of computer systems, including networked environments and peripheral devices; GIS application software, structured query language, spatial and tabular databases, and Linux file structures and commands; business and personal computers, and specialized software applications. Ability to read, understand, develop, manipulate, and analyze geographic information in a variety of data formats and projections, including raster and vector data. Skills in computer cartographic design, layout, and production for a variety of different subject matter; understanding and working with data from multiple public and private sources; assessing, analyzing, identifying and recommending solutions to problems.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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