

GIS (GEOGRAPHIC INFORMATION SYSTEM) SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A GIS (Geographic Information System) Supervisor is responsible for supervising staff that develop, create, and maintain the GIS databases, coverages, layers, and linkages to various databases. Duties may include: coordinating the development and implementation of GIS applications within a department or unit; selecting, training, and evaluating professional and technical personnel; assigning and reviewing GIS data for completeness, accuracy, and neatness; performing complex spatial analysis and high-level queries; documenting complex procedures; developing policies and procedures; assisting with the preparation and administration of a department/unit budget; testing new applications and programs; serving as a member or leader of intra- and inter-departmental application development teams; conducting mapping research in the field and in the office to resolve conflicting information and ensure the accuracy of data; and creating maps using GIS software. This class performs related duties as required.

Distinguishing Features: This class is distinguished from the GIS Specialist class by the full supervisory responsibilities of professional and/or technical staff, extensive area knowledge, documentation of procedures and standards, and knowledge of system design. This class is supervised by an Assistant City Engineer, Transportation Field Operations Superintendent, or Administrative Supervisor depending on assignment. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in GIS, Geography, Planning, Engineering, Computer Science, or closely related field. Considerable (3 - 5 years) experience working with GIS, or related field. Good (1 - 3 years) supervisory experience or experience acting in a lead capacity; and experience using Microsoft NT or Windows, AutoCAD, ArcInfo, ArcView, or MapInfo.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of the assignment, individuals in this classification shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*Police Assignment*).

Preferred/Desirable Qualification(s). Experience on AutoCAD/ArcGIS software related to water, sewer, storm drain, and/or gas utilities graphic/data inputs (*Planning GIS Section Assignment*).

ESSENTIAL FUNCTIONS

Communication: Communicates with management, the general public, other City employees, and vendors in order to identify GIS work efforts, progress, and concepts and their application. Communicates with supervisor to provide feedback on work processes, work in progress, training, and/or skills and abilities of staff. Instructs and trains subordinates regarding GIS concepts and applications. Prepares written documents with clearly organized thoughts and using proper sentence structure, punctuation, and grammar, in order to document work completed, problems inputting data, and status reports. Graphically communicates through maps and other visual presentation formats. Presents facts clearly and accurately.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures or departmental standards and procedures. Inspects, monitors, and evaluates information to determine compliance with prescribed operating, safety, or GIS standards and procedures. Distinguishes colors to determine proper graphic characteristics of mapping data. Enters data or information into a personal computer (PC) in order to access GIS, enters data into GIS databases, and creates specifications and reports. Prepares and updates maps, schedules, graphs, or work and/or data flow charts to identify and report work flows, progress, and status. Moves objects of up to 50 pounds or more such as roll paper, paper cartons, digitizing tablets, etc., for distances of up to 150 feet. Operates a motor vehicle requiring a valid Arizona Driver's License to make field inspections and field checks on completed work. Creates charts, schedules, graphs, maps, presentation graphics, etc. Works with staff in training on workstation operation and use of digitizing equipment, PC monitors, displays, and plotters. Operates a variety of office equipment, such as a PC, printer, etc., to enter data or information for studies, projects, and work assignments. Prepares reports, plans, and maps for distribution to consultants, contractors, and other City employees. Meets scheduling and attendance requirements.

Mental: Prioritizes and assigns work to personnel, and prioritizes own work. Resolves procedural and operational problems by interpreting or clarifying procedures or processes. Develops section policies and procedures, short- and long-term objectives, or special tasks. Conducts research and analyzes GIS data problems, analyzes exception reports, and resolves menu key malfunctions and other GIS concerns. Comprehends and makes inferences from written procedures and specifications. Performs mathematical calculations; statistical computations; and applies fractions, percentages, ratios and proportions, algebra, geometric constructions, and the essentials of trigonometry. Assists in preparing the section budget. Reviews area needs and hardware concerns.

Knowledge and Abilities:

Knowledge of:

GIS software, such as AutoCAD, ArcView, ArcInfo, etc.;;
testing procedures and backup and recovery procedures;
data manipulation procedures for GIS;
efficient use of software/hardware resources;
safeguards and security procedures for data file access;
modern supervisory practices and methods; and
industry specific (such as transportation, utilities, or planning) symbols and terminology.

Ability to:

supervise the work of subordinate professional and technical staff, for compliance to instructions given and conformity to GIS standards and procedures;
recommend personnel actions related to selection, disciplinary procedures, performance appraisals, leaves of absence, grievances, and work schedules and assignments;
administer personnel related policies and procedures;
explain technical data processing problems in non-technical terms;
solve operational and procedural problems related to the application of the GIS by improving techniques and isolating technician or specialist errors;
devise a schedule for the completion of training or work projects by considering such factors as the impact of other work, probable work completion dates by work sections, time required for coordination and/or review, and number and duration of probable interruptions;
provide training for new or modified software; and
perform audits on existing application systems and those in the development phase to assure accuracy, quality, and integrity.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

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PAY GRADE: 53

EEO-Prof

NDOT SAFETY-No

SECURITY-Yes (PD Assignment Only)

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-TEC

SWORN-No

INCREMENTS 42-200