POSITION DESCRIPTION

Geographic Information Systems Manager

COUNTY OF WASHINGTON VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

GEOGRAPHIC INFORMATION SYSTEMS MANAGER

General Description of Responsibilities:

Under the general direction of the County Administrator, provides a range of professional and administrative work in the development, implementation, maintenance, management and operation of a computerized geographic information system (GIS) for the County government. Serves as department head (Manager) of the County's Department of Geographic Information Systems. Problems encountered are routine to highly complex in nature. Work is performed with wide latitude for the exercise of independent judgment and action.

Examples of Work:

1. Oversees and coordinates the design, development and implementation of a County government-wide GIS.

2. Prepares cost estimates, time schedules and workflow charts.

3. Writes and review specifications of GIS development, implementation and maintenance, including procurement of equipment, software and services in accordance with County policies.

4. Works with other County agencies and departments to determine their mapping needs and to develop applications and processes to meet those needs.

5. May lead and direct the GIS planning and design activities of a cross-functional team composed of staff from various County departments, offices and agencies.

6. Writes organization-wide procedures for GIS operation and maintenance and monitors and ensures compliance with established policies and procedures.

7. Coordinates use of the GIS database and equipment with the public, consultant engineers and other County agencies and employees.

8. Develops and delivers to County personnel and other users both formal and informal training related to GIS applications and utilization.

9. Identifies, analyzes and resolves technical and administrative problems/concerns related to GIS.

10. Develops and administers the Department of GIS budget, to cover implementation, updates and maintenance.

11. Serves as the County's GIS liaison to vendors, consultants and other localities.

12. Devises and coordinates a regular and systematic update plan for GIS equipment, software and databases.

13. Implements standardization of mapping and ensures accuracy of aerial photography and monumentation.

14. Prioritizes and coordinates GIS utilization and application requests for services and establishes a timeframe for development and implementation.

15. Coordinates GIS implementation/applications with other localities and governmental agencies, ensuring uniform data exchange formats.

16. Controls and oversees GIS supplies inventory, ensuring that needed resources are always available.

17. Provide such transitional training on GIS operations and maintenance as required for the eventual discontinuation of existing, obsolete or redundant systems.

18. Provide other services as may be directed by the County Administrator.

Employees Directly Supervised:

GIS Assistant

Qualifications:

Education and Experience:

Education equivalent to a Bachelor's degree in geography, cartography, earth sciences, information systems, or a related field, with a concentration in GIS studies, and three to five years of demonstrated progressively responsible experience in cartography or geographic information systems work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Demonstrated comprehensive knowledge of geographic information systems, processes and techniques; comprehensive knowledge of GIS concepts, theory and practices; extensive knowledge of computers and other related GIS automated tools, systems, software and applications; proven and comprehensive skill in the use/application of various manual cartographic techniques; solid familiarity with and proven experience in working with traditional map production processes; excellent evaluative skills and ability to develop

agency- and mission-specific applications and uses for GIS; extensive knowledge of and experience with aerial photography, surveying and mapping standards; good financial management and administrative skills, good analytical skills; ability to prepare comprehensive reports and to present information effectively in both oral and written form; ability to establish and maintain effective working relationships with co-workers, other County agencies, other localities, the public, and outside vendors and their representatives; ability to work independently with minimal instruction and direction; ability to express or translate complex technical information into non-technical, user-friendly terminology; ability to maintain accurate records, good organizational and planning skills; proven skills in the development and delivery of training; proven leadership and team-building skills.

Position Description First Approved and Adopted:		1999	
Latest Revision:			
Position Class:	Manager	**Status:**	Permanent/full-time
FLSA Status	Non-exempt	**Initial Starting Salary Range:** $50,000 - $53,500	