

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF GIS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations, staff and resources of the Geographic Information Systems (GIS) department. Work involves managing the development, implementation, and maintenance of GIS databases, GIS files, mapping, record drawings, CAD drawing and related services; directing GIS services to end users; supervising staff; and managing department resources. Classification typically reports to the Director of Engineering and Planning.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, directs and coordinates the operations and services of the GIS department including GIS operations, CAD drafting, photogrammetry, cartography and map making and record drawings; develops department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; allocates staff and resources; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.

Directs, supervises and participates in the development, implementation and maintenance of geographic information systems database files and data management; sets production schedules and timelines; approves GIS related technical specifications; develops and/or approves system procedures and maintenance standards; reviews progress and status of GIS activities; and makes corrections and changes as needed.

Coordinates the GIS application throughout the user network; assesses GIS services to ensure responsiveness to user needs; and confers with staff, government agencies and other departments on GIS operations and cartography.

Supervises assigned GIS technical and professional staff; interviews and recommends applicants for selection; assigns work; establishes performance expectations; directs training and employee development; provides guidance and advice regarding difficult GIS issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Administers GIS and related vendor contracts; coordinates the implementation and application of computer hardware and software with consultants and vendors; ensures products and services meet contract specifications and quality standards; and works with contractors/vendors to resolve problems.

Manages assigned resources including equipment, staff, budgets and other resources; develops and manages department operating and capital budgets; and controls budget expenditures.

Establishes effective working relationships with managers and employees from other District work units and with personnel from governmental agencies; coordinates GIS projects, CAD drafting and activities with other District work units and with federal, state, and local governments; and coordinates activities within the Division and its sub-activity operations, to include the allocation of personnel, materials and equipment.

Prepares and/or reviews GIS, technical, and project reports; prepares cost estimates, contracts, agreements, correspondence, and other operational and administrative documents.

Operates personal computers, GIS equipment, and general office equipment as necessary to complete essential functions, to include the use of GIS and CAD drafting applications, word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in GIS, geography, cartography or a related field; supplemented by minimum five (5) years of progressively responsible cartographic and GIS experience; including two (2) years at the management level; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

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

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

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.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required 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 involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.