

SNOHOMISH COUNTY JOB DESCRIPTION

GEOGRAPHIC INFORMATION SYSTEMS MANAGER (GIS)

Spec No. 1054

BASIC FUNCTION

To perform professional and technical data processing management work for the Department of Information Services and to ensure that section and departmental goals and objectives are being attained and to exercise independent judgment on implementation and policy matters.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, coordinates and administers the operation of county-wide Geographic Information Systems (GIS) including software and hardware acquisition, standards compliance, database administration, and GIS related systems analysis and programming.
2. Assists the Department of Information Systems Director in formulating short, intermediate and long-range GIS plans; develops specific plans for GIS development and manages the implementation of those plans.
3. Assigns, reviews, and evaluates the work of subordinate employees; trains, advises and assists subordinates as required, participates in and makes recommendations regarding the hiring, termination and discipline of subordinate employees.
4. Serves as a non-voting member of the GIS Policy and Oversight committee; leads efforts of technical subcommittees.
5. Develops, monitors and controls the section's budget and establishes financial management policies and procedures for the section; assists in the preparation of the annual GIS Division budget.
6. Establishes and maintains open communication with client departments focusing on GIS needs and represents the department before various professional or action committees, other local governments, public meetings, boards or councils to provide information regarding section activities and proposed projects.
7. Assists in dealing with other issues relating to GIS or automatic mapping activities facing the county, such as developing and implementing policies, performing or coordinating research, forecasting needs, and assessing impact of proposed projects.
8. Selects, or participates in the selection of, GIS and automated mapping software, GIS terminals and work stations, plotters, digitizers, and other GIS related hardware and software; participates in network planning; conducts acquisitions, negotiates and administers county-wide contracts.
9. Directs the preparation of client documentation and training materials for use with county-written GIS application programs and licensed software for direct client use.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Plans and implements a program of Data Processing and client department training on GIS application software and related tools; recommends training priorities to the Director.

STATEMENT OF OTHER JOB DUTIES

11. May be requested to act on the Director's behalf.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from a four year college or university with a degree in Geographic Information Systems, Public or Business Administration, Computer Sciences, Geography, or other related managerial, technical or scientific field; AND, five (5) years experience related to Geographic Information System operations; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Additional education or experience may be substituted for the recruiting requirement. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required for employment.

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- all aspects of Geographic Information Systems and automated mapping;
- modern computer technology;
- functions of both county and local governments;
- current literature, developments, trends in the fields of GIS, automated mapping, and electronic data processing;
- database management concepts and structures;
- contract negotiation, administration, and the competitive acquisition process;
- budget preparation, justification, and monitoring;
- training techniques.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- operate smoothly and positively with both client, managers and data processing managers;
- develop, implement, and monitor the use of GIS policies, standards and procedures;
- work independently with minimum supervision;

Ability to:

- follow written and oral instructions;
- express ideas and convey complex information effectively in written and oral communication;
- assign, evaluate and supervise the work of technical staff;
- think conceptually, analyze data, and prepare recommendations for action;
- coordinate and organize a variety of projects with varying deadlines and criteria;
- manage County's GIS software needs.

SUPERVISION

The employee reports to the Director of Information Services. The work is performed with a high degree of independence and is reviewed through periodic meetings, status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment.

Class Established: December 1990

Revised: January 1993

EEO Category: 1

Pay Grade: 112

Workers Comp: 5306 Non-Hazardous