

SNOHOMISH COUNTY JOB DESCRIPTION

GIS SUPERVISOR - ASSESSOR

Spec No. 3394

BASIC FUNCTION

To provide staff supervision and technical oversight in the analysis, design, programming, testing, implementation and support of complex Geographic Information Systems (GIS) software, hardware and geospatial data management development projects and systems.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides organizational and technical supervision to employees on assigned projects; reviews employee work for completeness timeliness and accuracy; conducts periodic employee performance evaluations of assigned staff; administers progressive discipline as required; participates in and makes recommendations related to hiring, transfer, promotion and termination of employees.
2. Oversees the maintenance and enhancement of custodial layers of Snohomish County GIS such as parcels, sewer/water infrastructure, municipal zoning, planimetric features, etc.; develops and implements modifications to specifications, database design, quality assurance/quality control standards and procedures to support the requirements of Snohomish County business functions.
3. Oversees GIS application projects and support services, organizes and schedules technical tasks, creates status/progress reports in order to assure schedule and budget milestone compliance, and reviews work of assigned staff.
4. Analyzes GIS application programming and data requirements, review user requirement, and recommends appropriate GIS application design, development, testing and implementation procedures.
5. Recommends appropriate GIS database design, development and maintenance procedures in order to achieve process improvement and efficiency in Assessor Operations.
6. Designs and develops GIS and related automated routines and custom programs; writes, tests, debugs and implements software routines and programs to fulfill geospatial application requirements; tests procedures and programs to assure that desired results are achieved; and makes necessary changes to correct deficiencies.
7. Performs advanced geospatial analytical, geo-processing and programming functions, including input, editing, manipulation, management, analysis and output of spatial and related tabular data sets; and operates corresponding computer equipment, i.e., work-stations, tape drivers, digitizers, plotters and printers, as required.
8. Provides technical support for users and user groups; makes technical presentations and provides corresponding software training as required.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Prepares written reports and documentation which describe GIS and related application procedures, data requirements, software functions, and work that will be performed or that has been completed.

STATEMENT OF OTHER JOB DUTIES

10. May be assigned to analyze, design and implement interfaces between GIS hardware and software and other computer systems as necessary to automate business functions within client agencies and departments.
11. May be required to perform all the duties of subordinate classifications.
12. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Master's degree in GIS, computer science or related field; AND, five (5) years of progressively responsible experience in GIS application development, programming or support, including supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and skills. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques;
- current county GIS software, hardware and data standards to manage and utilize geospatial data;
- advanced GIS concepts, geoprocessing functions and techniques;
- complex geospatial data management tools and procedures;
- GIS software, hardware and peripherals, including proper integration with other information systems;
- current GIS programming and systems analysis techniques;
- principles and procedures of project management and work organization.

Ability to:

- assume responsibility for effective use of county resources and meeting deadlines;
- exercise good judgment as to when to act independently and when to refer situations to higher authority;
- lead GIS capability in process improvement in Assessor's office;
- effectively supervise, train, coordinate, and evaluate work of subordinate employees;
- conduct employee performance reviews and apply progressive discipline if necessary;
- use county standard GIS hardware and software and related peripheral equipment;

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- train others in the use of GIS related software and hardware;
- independently analyze and solve problems and assist others in problem-solving;
- communicate effectively verbally and in writing;
- maintain required records and prepare necessary reports;
- establish and maintain effective working relationships with client departments, vendors, superiors, and associates;
- read, understand and apply technical manuals and procedures;
- work under pressure and meet deadlines.

SUPERVISION

Employee receives supervision from the Chief Deputy Assessor. Assignments are made in terms of broadly defined goals and objectives. Work may be reviewed to ensure fulfillment of program objectives and conformance with departmental policies and procedures.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 1987 as Property Assessment Mapping Coordinator
Previous Spec No. 412398
Revised: October 1990; April 1996, April 1997
Revised and Re-titled: June 2000, January 2006 as GIS Coordinator-Assessor
Revised and Re-titled: May 2014
EEO Category: 2 - Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous