

LINN COUNTY CLASSIFICATION

TITLE: GEOGRAPHIC INFORMATION SYSTEM PROGRAM MANAGER
NUMBER: 653 **APPROVAL ORDER NUMBER: 2017-130**
PAY RANGE: 24 **DATE: MAY 23, 2017**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinates the technical and administrative tasks necessary for the development and operation of a County-wide Geographic Information System (GIS). Provides system administration and manages GIS computer hardware and software operations. Analyzes, designs, programs, documents, and implements GIS programs for county departments to include user training and problem resolution. Provides GIS technical assistance to the ITS Director.

SUPERVISION RECEIVED: Works under the direction of the County Administrative Officer who provides administrative direction and evaluates performance for results obtained.

SUPERVISION EXERCISED: Exercises supervision over all assigned subordinate personnel; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions including discipline.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Coordinate with managers throughout the County and with other public agencies in the design, development and implementation of the Geographic Information System to meet various needs and functions.
2. Assist in the formulation of policies and procedures for integration of GIS services with other County departments, governmental jurisdictions and agencies.
3. Participate in forums and discussions with various GIS committees in making recommendations concerning computer software/hardware acquisition.
4. Coordinate and work with various GIS committees and County departments to determine direction of GIS development and implementation.
5. Train and assist GIS users in defining needs and developing/producing system products.
6. Assist in GIS computer hardware and software installation.
7. Manage GIS operations and maintenance activities.
8. Prepare GIS application specifications; assist in the identification and resolution of user requirements; develop and document data sources, data base design, data flow diagrams and data transfer formats; develop project costs, schedule planning and budget proposals.

GEOGRAPHIC INFORMATION SYSTEM PROGRAM MANAGER

Page 2

9. Develop GIS methodology, analyze user needs, design computer applications and produce special data products to meet those needs.
10. Work with user departments to determine specifications for GIS layers linking maps and tabular data.
11. Review requests for mapping products and determine GIS applications to meet the request. Act as a liaison between different departments and/or outside agencies to develop system applications.
12. Assist in overseeing contracts, agreements and licenses with outside agencies.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work, which may be similar to, related to or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of principles, theories and methods of Geographic Information Systems, particularly as they pertain to GIS software; principles and practices of cartography, coordinate geometry and spatial data analysis; data base management concepts and structures; current developments, trends and technologies in the GIS field; and the structure, systems and functions of local government.

Skill and ability to comprehend and manage complex land based data systems involving interdepartmental interaction; establish and maintain effective working relationships with user committee members and County departments; work effectively as liaison between County and outside agencies regarding GIS related matters; operate and use various computers, computer-aided devices and software such as graphic work stations, digitizers, and GIS software; communicate effectively, both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree from a four-year college or university with major course work in geography, cartography, computer science, engineering or a closely related field plus four years experience in coordinating, developing and operating land-based mapping applications for GIS software, at least two of which involved programming in GIS software, or any equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds.