

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>GIS Manager</u>
Sch.& Grade	<u>PAT-11</u>
Class Code	<u>CI07</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group:	<u>Computer Technical</u>

PRIMARY PURPOSE:

Manages and coordinates current and future Geographic Information Systems (GIS) activities for the City of Springfield. Assists departments, the GIS Policy Board, and the GIS Technician Committee in supporting an integrated, uniform and accurate GIS that is accessible to the citizens of Springfield.

SUPERVISION:

Under general supervision of the Director of Information Systems. Supervises technical and professional staff in related assignment.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs the formulation and ensures the implementation of City-wide policies, standards, objectives, and procedures for aspects of the City's Geographical Information System (GIS).
2. Supervises assigned GIS support personnel including determining staffing requirements, coordinating work assignments, training, career development and employee evaluations.
3. Develops and monitors city-wide GIS strategies and long-term plans for acquisition and installation of GIS hardware as well as software to meet objectives and needs through cost-effective and innovative systems.
4. Evaluates new GIS hardware and software technical developments in regards to organizational plans and objectives.
5. Directs the development and implementation of creating and maintaining an internet map server.
6. Coordinates and assists departments in the evaluation, identification, purchase, and implementation of needed GIS systems.
7. Coordinates and assists department in the creation of custom GIS applications.
8. Evaluates city-wide GIS training needs and assists with providing training to users within the City organization.
9. Responsible for the establishment of database and mapping standards utilized in the creation of the City's GIS.
10. Responsible for the development of plans and procedures for effective integration or transfer of GIS data from various sources into usable databases.
11. Monitors resource utilization and measures performance of installed GIS systems and maintains adequate levels of service, availability, and reliability of supported systems.
12. Prepares written and verbal reports including giving presentations regarding GIS needs, solution strategies, and recommendations.
13. Develops and operates within approved budget.

IMPORTANT FUNCTIONS:

1. Participates in and leads committee efforts to supports the mission of the Community's GIS efforts.
2. Assumes role of primary contact for vendors of GIS hardware and software.
3. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must have considerable knowledge of modern, land-based mapping application theory, principles and practices. Requires considerable knowledge of GIS workstation hardware, including digitizing table, plotter, and other peripheral devices on UNIX and Windows NT operating systems. Requires professional experience administering ARC/INFO and ARCVIEW license manager and applications development as well as ARCSDE and Oracle database administration. Knowledge of ARCIMS and Map Objects is desirable.

Abilities

Effectively coordinate the City’s GIS activities; analyze a variety of information and make effective recommendations based on conclusions; utilize sound, independent judgment and demonstrate effective problem-solving; review, interpret and evaluate complex construction plans, legal descriptions, zoning maps, final plats, surveys and field collected data; possess strong attention to detail; follow verbal and written instruction; prepare and maintain accurate records and reports; prepare and deliver effective presentations; communicate effectively both verbally and in writing; communication often requires judgment, interpretation, knowledge and tact to determine actual needs of GIS project; deal effectively and courteously with associates, clients, and the general public; presents overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Geography, Computer Science, Information Systems, or a closely related field plus five years of responsible experience in GIS work. A Master’s Degree may be substituted for one year of the required experience. UNIX or Windows NT administration experience is desirable. Oracle Database Administration and Network Administration is desirable. Arc/Info, Arcview, ARCSDE, ARCIMS, Map Objects, Avenue, Visual Basic, and AML programming experience is desirable.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 40 pounds; must be able to hold and grip objects; must possess ability to effectively operate computer keyboard and/or mouse; may be subject to sitting for long periods of time.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment. Travels across rough, uneven and rocky ground and surfaces for field survey work.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating vehicle in the completion of job duties, must possess a valid MO Motor Vehicle Operator's license.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5876
Comments:	Updated Abilities	Date: June 28, 2010

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____