



Job Description

TITLE: GIS Manager	JOB CODE: 3270
DEPARTMENT: Information Technology	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under supervision of the Deputy Chief Information Officer, the GIS Manager oversees the GIS program including, implementing, design, and maintenance of ArcGIS Enterprise, management of a multi-user GIS Enterprise database system for the County, ensures secure data sets; performs a variety of technical duties as required.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides and oversees support, direction, and coaching to staff in the areas of GIS program.
- Responsible for overseeing the management of the geospatial data for the County utilizing a database management system enabling management of multiple departments' workflows, multi-users editing.
- Manages, coordinates, and integrates GIS services throughout the County; develops and manages programs to provide GIS resources; evaluate user requests; assists departments to develop objectives and scope of work; analyzes progress of GIS projects and recommends corrective actions and/or reports project status.
- Coordinates the County's GIS system; reviews and analyzes the GIS system and its application; establishes and recommends programs and projects, software and hardware upgrades.
- Assists in the design of the County's data architecture and data warehouse/ repositories; ensures data integrity, normalization, develops and defines standards, and procedures for data use, integration, and security of County data.
- Purchases hardware, software and other items required to support GIS; gets quotes as required; assists in developing bid specifications; adheres to all purchasing rules and regulations.
- Prepares annual budget for GIS operations, capital expenditures and professional services
- Researches software and hardware for GIS.
- Attends and participates in professional group meetings; stays up-to-date on new developments related to GIS., represent the County in a variety of public forums; provides leadership in the deployment of GIS technology; provides advice and information on GIS data management; assist with identifying training needs.
- Develops and manages procedures for GIS program and systems including quality control procedures to ensure integrity of GIS database.
- Prioritizes multiple tasks effectively and sees them through to completion.
- Provides work direction and review to the GIS staff.
- Developing, planning and maintenance of GIS website.
- Must ensure compliance with WCAG 2.0 AA and other guidelines determined by the ADA Web Coordinator when making changes to any webpage.
- Implementation, development, and design of ArcGIS Enterprise and ArcGIS Online Solutions.
- Implement new GIS workflows to County Departments for efficiency.
- Develop Native ArcGIS phone applications for Android and IOS.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of computer applications, PC's, lap-tops, servers, networking and data integration.

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- Knowledge of supervisory principles, practices and methods.
- Knowledge of G.P.S. software, hardware, standards and structure.
- Knowledge of ESRI suite of software including but not limited to ArcGIS Desktop, ArcGIS Enterprise, AppStudio for ArcGIS, and ArcGIS Online
- Knowledge in Spatial Analysis and Cartography.
- Knowledge satellite imagery accuracy, technology and applications.
- Knowledge in photogrammetry technology and applications.
- Knowledge of META data design, standards, and applications.
- Knowledge of classification and analysis of LiDAR data
- Knowledge of project management, including budget preparation and needs assessment.
- Knowledge of scripting languages include - HTML 5, CSS, Silverlight, Java, Python, JSP.
- Knowledge of SQL Server and database design.
- Knowledge of ArcGIS Runtime IOS SDK and Android SDK.
- Knowledge of County policies and procedures.
- Skill in effectively managing and leading staff, and delegating tasks and authority.
- Skill in the use of a personal computer, standard business software and specialize GIS and GPS applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in contract negotiations.
- Skill in assessing and implementing software patches and upgrades and maintaining application servers.
- Skill in working independently or as a team member.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in responding to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Skill in effectively presenting information to top management, public groups, and boards.

Education and Experience

- Bachelor's Degree in Computer Science, surveying engineering, geography, or related field and four (4) years of related experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- ESRI Software Training; GPS Training.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Primarily, work is performed in an office environment; however, field work involving data capture is required at times. Field work requires the use of a 4X4 vehicle and exposure to harsh weather and terrain.
- Office work may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Assumes "on call" status. May be subject to call-out on a frequent basis.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

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Equipment and Tools Utilized:

- Equipment utilized includes conventional office equipment including printers, PC's and application servers. GPS units and GPS Base Stations are also used regularly.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____