

Code: 1856

Title: GEOGRAPHIC INFORMATION SYSTEMS MANAGER

SUMMARY: This classification manages, administers and coordinates daily operations of an Engineering and/or Geographic Information Systems (GIS) operations functional area with other Divisions, Departments and agencies, to include responsibilities in the development and administration of related project and Departmental budgets. It is distinguished from Senior GIS Analyst by its additional management, administrative and budget duties, and from other Information Systems (IS) classifications by the technical expertise required in GIS processes, techniques and applications.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, determines and schedules work flow within the assigned functional area;
Assists the Division Manager in the preparation and monitoring of the division's budget, special revenue, enterprise and related funds and projects;
Develops and implements cost-control and cost-effectiveness measures;
Assigns, reviews and evaluates the work of assigned staff;
Supervises and coordinates the conversion of appropriate County manual and data-system records into GIS-compatible formats;
Maintains continuing liaison with other County departments and agencies and other governmental and non-governmental agencies for the planning, development, implementation and delivery of GIS services and products;
Provides technical and managerial support to County department directors in GIS-related areas;
Represents the County or Department at GIS-related professional and industry meetings, workshops, symposia, etc.;
Assists Departments in the development of price guidelines for GIS-related products and services, and administers contracts for same;
Administers or oversees major GIS-related projects, as assigned by Division Manager;
May act as Department Director in the absence of the incumbent;
May directly administer enterprise funds associated with GIS services and products.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, techniques, applications and current developments of GIS operations;
- theory and practices of program management and program/project documentation;
- principles and practices of public jurisdiction funding and allocation, budget preparation, contracting, cost-control and cost-effectiveness measures;
- Arizona Revised Statutes (ARS) and the principles and techniques of contract development and administration relative to the sale of data services and products;
- organizations and functions typically found in local government jurisdictions;
- effective management, supervision, and communication techniques.

Skill in:

- project planning, management and control;
- preparing, submitting and administering an annual budget;
- negotiating and administering contracts for GIS products/services;
- identifying, analyzing, and resolving GIS operations problems and needs to include problem-avoidance;

- assessing technical capabilities, limitations, performance and products of GIS hardware, software, and peripheral devices;
- supervising professional, paraprofessional and technical staff;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college, university or technical school in Geographic Information Systems (GIS), Automated Mapping/Facility Management (AM/FM), remote sensing, cartography, geography, planning or landscape architecture and two years of technical experience in geographic information processing (e.g., AM/FM, GIS, etc.) or remote sensing and one year of managerial experience in an AM/FM/GIS environment. (Managerial experience may be concurrent with the required technical experience).

OR:

(2) Six years of technical experience in planning, design, implementation, promotion and operation of a geographic information processing (e.g., AM/FM, GIS, etc.) System, and two years of managerial experience in the same area; (Managerial experience may be concurrent with the required technical experience).

OR:

(3) Three years of experience with Pima County as a Senior Geographic Information Systems (GIS) Analyst, Principal Planner, Civil Engineering Manager or EDP Project Supervisor.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona driver's license at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.