



JOB DESCRIPTION

TITLE: GIS Manager
DEPARTMENT: City Manager
GRADE: 18
FLSA: Exempt
EEO DESIGNATION: Professionals
REVISION DATE: 11/3/2020

POSITION SUMMARY

The GIS Manager works under the direction of the City Manager or designee and is responsible for all aspects of the City's Geographic Information System (GIS) and supervision of GIS specialists and GIS interns. The position is responsible for maintaining the GIS vision, formulating GIS strategies and supporting and coordinating GIS activities with other City departments.

ESSENTIAL FUNCTIONS

- Responsible for Citywide GIS maps and databases.
- Provide GIS related technical guidance and training to City departments as requested and needed.
- Work with other government entities and private companies in data sharing endeavors that will protect the City's data and advance its goals and objectives.
- Understands emerging GIS technologies and their application to improve City services.
- Makes sound decisions concerning GIS technologies as they apply to the City.
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Serves as liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS related resources.
- Develop standards for GIS deployment and use within the City.
- Supervises and trains GIS staff and works within budget to achieve the City's GIS goals.
- Attends meetings as required.
- Promotes a high level of customer service and good public relations.
- All other duties and responsibilities as required and assigned.

MINIMUM QUALIFICATIONS



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Must have a Bachelor's degree in GIS, Geography, Earth Science, Engineering, Computer Science or a related field from an accredited college or university. The GIS Manager will have at least five (5) years of responsible experience in the field of GIS technology with experience in using ArcInfo, ArcView and AutoCAD software. One year of supervisory experience is preferred. Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must possess the ability to effectively communicate the technology of GIS applications to non-technical staff.
2. Ability to supervise staff and to coordinate work to accomplish short and long-term projects and goals.
3. Understanding of and ability to use ArcInfo, ArcView and AutoCAD software.
4. Understanding of GIS theory and its application in a work setting.
5. Ability to communicate effectively with internal and external customers that need GIS related services and information.
6. Must have excellent customer service skills.

WORKING CONDITIONS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.