GIS MANAGER

SUMMARY:
Under general direction, supervises and performs management of complex integrated computer systems, maintain, coordinate, and administer the City's GIS, supporting Utilities, Public Works, Engineering services, Facilities Maintenance, Planning, Parks & Recreation, Parking, Public Safety and other departments; responsible for working with various departments throughout the City to plan, develop, implement, and maintain the GIS system; performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
2. Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
3. Consults with department director, City officials, and other officials to review GIS operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
4. Responsible for the development and administration of a comprehensive GIS system that can be utilized by residents, businesses and visitors. Coordinates with the City Web team to provide a user friendly mapping interface incorporating geo location as a strong feature in all City websites.
5. Develops and implements long and short term strategic plans, goals, and objectives for the GIS operation; evaluates current/future GIS requirements; develops work approaches and projects work output.
6. Manages GIS division; supervises, monitors, and participates in activities of the GIS division; prepares and implements budget for area of responsibility; monitors expenditures to ensure compliance with approved budget; performs various office and personnel administrative tasks; processes time sheets for payment; reviews and approves/disapproves employee leave requests; monitors inventory of GIS-related equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.
7. Develops and maintains the City's computer-generated land-based databases using Geographic Information System (GIS) hardware and software; plans processes for accomplishing and maintaining the City's GIS initiative; collects, stores, updates, manipulates, analyzes, and display geographically referenced information.
8. Plans and administers installations, upgrades and enhancements of GIS hardware, software, and procedures; researches and recommends new equipment and software; assesses user needs; evaluates new hardware and software; corrects programming errors or other deficiencies where appropriate; troubleshoots various hardware/software problems; develops and maintains hardware, software, and systems documentation and procedures. Participates in the annual emergency preparedness and disaster recovery.
9. Collects and organizes data from a wide variety of sources; exercises judgment concerning conflicting/inaccurate data; reads and interprets a wide variety of geographic, property, land management, and mapping documentation, such as construction drawings, deeds, ownership records, legal description plats, survey data, and reports; maintains file system of maps and other records; sorts, organizes, and files documents. Builds and supports integration with other City enterprise transactional applications and databases.
10. Produces various customized maps and reports for City departments; generates output reports, lists, tables, maps, and other documentation for product deliverables.
11. Attends various meetings, serves on committees, and/or makes presentations as needed.
12. Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends user group meetings, conferences, workshops, and training sessions as appropriate.

GIS MANAGER

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of GIS software design and analysis and GIS programming languages.
- Extensive Experience using GIS software products including ESRI ArcGIS and related products.
- Extensive knowledge of geography and cartography.
- Extensive operational knowledge of relational database management systems.
- Extensive knowledge of and skill in assessing & managing spatial databases.
- Knowledge of supervisory principles and practices.
- Knowledge of digitizing techniques, operating systems, word processors, spreadsheet applications, web design tools, hardware compatibilities.
- Skill in assigning and monitoring the work of others.
- Skill in assembling and disassembling hardware and peripherals.
- Ability to write specifications for both internal and out-sourced GIS projects
- Ability to establish and document policies, guidelines, and operating procedures.
- Ability to communicate effectively both orally and in writing and to make effective formal presentations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk or hear, use hands to finger, handle, or feel, walk, reach with hands and arms and to occasionally lift moderately heavy objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Geography, Civil Engineering, Computer Science, Management or a related field and eight (8) years of experience in MS SQL server administration, GIS program operations, use of GIS programming languages, data structures, relational database design, GPS systems, and digital cartography, or any equivalent combination of training and experience. GISP certification and/or ESRI Technical Certification is required.

A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of employment.