

MANAGER OF GEOGRAPHIC INFORMATION SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief Information Officer, an incumbent of this class is responsible for the coordination and development of the County's Geographic Information System (GIS). Responsibilities involve supervising and coordinating GIS application and database development, designing and conducting multi-disciplinary application projects, formulating and directing county-wide natural and social resources inventories such as land use, population densities, public safety, health and social services, transportation, land records and utilities, and providing technical assistance to County departments as well as local municipalities. An incumbent of this position also consults with the Chief Information Officer and representatives of County departments and municipalities regarding the evaluation and implementation of various GIS applications. Considerable leeway is given for the exercise of independent judgment. Supervision is exercised over professional, technical and clerical staff. Does related work as required.

EXAMPLES OF WORK:

Defines project goals, plans, procedures, and work schedules by supervising and participating in the review and identification of county-wide GIS data integration needs;

Supervises and plans division workflow, provides training, and evaluates employee performance;

Works with the Chief Information Officer to coordinate and monitor all contracts for hardware and software services relating to GIS;

Prepares detailed reports on issues affecting GIS policies and procedures by evaluating county-wide departmental operations;

Prepares detailed reports and makes recommendations on the availability and requisition of new geographic data bases and software;

Acts as the primary liaison for the division of Geographic Information Systems to County departments, vendors, professional organizations, as well as local, state, and federal agencies;

Oversees projects assigned to outside consultants under contract with the County;

Assists administrative and technical staff in the department on technical reporting and budget preparation with regard to GIS;

Evaluates GIS staffing needs and makes recommendations as requested;

Uses computer applications, or other automated systems such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

Attends conferences, seminars and meetings as assigned;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles and techniques associated with Geographic Information Systems technology and related automated mapping systems (including Computer Aided Drafting Design) as applicable to county, municipal and regional planning; comprehensive knowledge of ARC/INFO and ArcView software, as well as current Windows, Windows NT Unix operating systems, and Internet programming languages as related to governmental applications; comprehensive knowledge of automated mapping standards; ability to formulate and develop concepts and initiatives for projects; ability to plan work schedules for the research, evaluation and implementation of project initiatives; ability to supervise, plan and evaluate the work of subordinates; ability to analyze and interpret digital data related to the physical, economic and social aspects of the GIS development process; ability to prepare, coordinate and direct the preparation of graphic materials, map compositions, and technical reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; resourcefulness; accuracy; thoroughness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of either: (a) an Associate's Degree* and eight years of experience where the primary function of the position was developing and maintaining GIS programs or related mapping applications in a large governmental agency or private enterprise, four years of which must have been in an administrative/managerial capacity; or (b) a Bachelor's Degree* and six years of experience as defined in (a), including the four years of specialized experience; or (c) a Bachelor's Degree* in Urban, Natural Resource or Environmental Planning, Geography, Civil Engineering, or Geographic Information Systems, and five years of experience as described in (a), including the four years of specialized experience.

SUBSTITUTIONS: A Master's Degree* in one of the aforementioned fields may be substituted for one year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.