

GEOGRAPHIC INFORMATION SYSTEM (GIS) SUPERVISOR

DEFINITION

Under direction from the Community Development Director, performs a variety of technical tasks in support of Geographic Information System (GIS), such as creating, editing and analyzing GIS data; and performs other related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Perform work related to the operation and maintenance of the City's GIS, including the maintaining and modifying of databases, web maps and pages as necessary, as well as the preparation of maps and reports for use by other City Departments.
2. Develop and administer quality control standards for map and data attribute, data conversion, maintenance and output display. Create and update cartographic maps including scale, size, line patterns, colors, legend positions and other related items.
3. Work with departments to determine needs, and create or update GIS layer information. Update City's permitting systems' land information. Coordinate with Information Services on tasks relating to GIS including software, hardware and other city department needs.
4. Coordinate with Information Services on tasks relating to GIS including software, hardware and other city department needs. Oversee the process of accepting data from outside sources such as census data, FEMA flood zone maps, USGS quad maps, photogrammetric data, GPS data and other digital and analog sources
5. Prepares comprehensive reports; recommends appropriate alternatives and courses of policy action; assists with and makes presentations; follows up on action required. Research and track land records and recordings.
6. Assign, schedule, monitor and evaluate work of assigned personnel; participate in the hiring process for subordinate personnel.
7. Conducts research into administrative issues and concerns; evaluates alternatives through cost/benefit and other analysis techniques; writing policies, operating procedures, administrative manuals, ordinances, and resolutions; reviews current, proposed, revised and new legislation and notifies managers of possible impact on City operations.
8. Assists managers in writing policies, operating procedures, administrative manuals; reviews current, proposed, revised and new legislation and notifies managers of possible impact on City operation.
9. Works with City officials, co-workers and other interested parties to obtain information, clarify details and understand issues under study. Prepare and present long-range plans and status report for Department Heads, City Council, and GIS Team.

10. Assumes program coordinator responsibilities; organizes, schedules, and participates in workshops, community/business meetings, makes presentations at meetings.
11. Collect GIS related data in the field using GIS equipment, including knowledge and use of Trimble equipment and current surveying techniques.
12. Develop and maintain a positive and constructive working relationship with City employees in other Departments, including assisting system users with new and existing applications.
13. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree with major work in GIS, Geography, Computer Data Base Administration, Computer Science, Civil Engineering or a related field; five years of GIS experience that involved responsibilities for developing and maintaining GIS databases, producing maps, and working with ESRI suite of products, and three years of experience supervising professional staff is preferred, and/or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Arithmetic; data collection, tabulation and presentation techniques; graphic display and report writing styles and technique.

Ability to:

Collect, interpret, and analyze data; prepare complete graphic displays, organized and logical reports; read, understand, and interpret regulations, ordinances and technical documents; convey ideas clearly and concisely; compute percentages; understand GIS concepts; use of GIS and mapping software; assist, coordinate and supervise the work of others; exercise judgment; work under pressure; devise new methods and streamline procedures; prepare flow charts; interpret data; communicate effectively, both verbally and in writing understand and follow verbal and written instructions; establish and maintain cooperative working relationships with superiors, peers, subordinates and the general public; and type at a rate sufficient to perform duties.

Special Requirements

Possession or ability to obtain a valid California Driver's License

Physical Demands

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files and single pieces of paper and other reference materials; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials; moving from place to place within an office; and some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. A computer is used on a daily basis.