

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title: GIS Manager
Department: Information Technology
Revised: September 2020

Class: Professional
FLSA: Non-exempt

This job description supersedes any prior description for the GIS Manager classification.

GENERAL DESCRIPTION

Skilled technical work associated with the daily operation and maintenance of the County's Geographic Information System and E-911 database. Supervision is received from the Assistant IT Director and is reviewed through observation of work performed and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Manages and supervises the GIS positions in prioritizing workloads and provides direction for new initiatives.

Trains staff and finds solutions to assist other county departments as needed; manages staff workloads and projects to make sure projects are done efficiently and within the proper time frame.

Maintains and updates web based Services on ArcGIS Server to support other applications that utilize geographic data such as permitting, CAMA and CAD.

Coordinates and Manages GIS database development, definitions, maintenance, and implementation; administers the County GIS Website Contract; prepares all documents and correspondence between the County and GIS contractors, including preparing and/or overseeing requests for proposals, contracts and establishing procedures.

Maintains and updates ALL Public Safety Boundaries (Fire, EMS and Law); maintains & updates the MSAG (Master Street Addressing Guide); and other GIS related duties that support the 911 CAD (Computer Aided Dispatch) per the North Carolina 911 state Board recommendations.

Maintains & updates all Street Centerlines, addressing and assists with naming of streets within Rowan County along with occasionally working with other municipalities on road naming and addressing with their jurisdiction.

Provides technical support for the implementation and operation of GIS projects.

Performs GIS analysis, modeling , map making, reporting or other means necessary to help support management and departmental decision making.

Works with third party vendors to plan, develop, and implement applications to improve the integrity or delivery of GIS data to support the needs of our County Departments.

Prepares GIS Budget; regularly serves as GIS Committee Liaison, chair GIS Committee; records and reports on GIS status and progress of GIS initiatives.

Supports 911 and the Emergency Operations Center (EOC) when activated as required.

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OTHER JOB FUNCTIONS

Performs field work to verify addressing issues.

Provides backup support to other staff performing GIS functions in the County Planning Department to ensure continuity of service and GIS data.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of ESRI software products including Arc Info and Arc View, existing GIS Software applications, OSSI CAD System, and other related computer applications.

Knowledge of the operation and use of GPS equipment, Digital Imagery, and existing mapping data.

Knowledge of the principles and practices of GIS database design, development, implementation, administration, and maintenance.

Knowledge of the principles of relational database design.

Knowledge of the operation of client/server computer systems and networks, with emphasis on 32 bit PC operating systems such as Windows and Microsoft Office Products.

Working knowledge of data technology concepts such as data communications and security as they relate to GIS products and integrated systems.

Skill in all facets of GIS/Mapping/Addressing as related to the 911 Computer Aided Dispatch (CAD) System and response plans.

Ability to extract CAD data for geographic presentations in a GIS format.

Ability to identify, analyze, and solve problems independently.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

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MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in GIS, Computer Science, the Natural Sciences, Forestry, Surveying or a related field and two years of experience in Geographic Information Systems or related area; or an Associate's Degree from an accredited college or university in GIS, Computer Science, the Natural Sciences, Forestry, Surveying or related field and four years of experience in Geographic Information Systems or related area: or an equivalent combination of education and experience. Master's Degree in GIS preferred; GIS certification preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**