

POSITION DESCRIPTION

GIS Program Manager

Definition:

Under the general supervision of the Beaverhead County Commissioners this position is responsible for the management and supervision of the Geographic Information Systems Program for Beaverhead County in accordance with County Information Technology & Services policy. This position coordinates the development, implementation, maintenance, support for, and use of spatial information throughout the county.

Distinguishing Characteristics:

Employees assigned to this position must possess a broad knowledge of GIS as it applies to local government, a thorough knowledge of computer hardware and software systems as they relate to GIS and knowledge of GIS. This position requires a broad range of management, analytical, and technical skills and experience in order to successfully provide services in a rapidly changing technological environment. The incumbent must demonstrate the ability to evaluate and specify new technologies, methods and procedures; lead and direct technical/professional project team(s); envision new technologies and techniques and adopt them appropriately for use in local government; supervise professional/technical staff; and develop and administer the annual operating budget for the GIS department.

Example of Duties:

- Researches and evaluates emerging technologies, methods, techniques, procedures, standards, hardware, and software.
- Maintains high technical skills in new hardware and software.
- Provides GIS consulting services and recommendations to departments and county policy makers.
- Monitors and reports project progress to departments; ensures that work is completed according to plan, standards, guidelines, specifications, schedules, and budget by appropriate project planning.
- Provides professional project management, analytical, and technical guidance to GIS staff and county departments
- Creates, monitors and reports on yearly work plans,
- Provides guidance for the development of spatial databases for a variety of county departments
- Supervises work assignments for GIS technical staff.
- Assists the county in developing and achieving GIS goals.
- Represents the county's perspectives, issues and concerns on inter-agency GIS policy groups.

Employment Standards:

Knowledge of:

- GIS analysis, and design and flow of spatial information.
- Personnel management and supervisory practices.
- Theories, principles and practices of spatial information processing and computer systems.
- Ability to design, implement, recommend, and use GIS solutions. -Computer aided cartography and digital mapping.
- GIS software and related operating system software, including ESRI products, including Arc Pro and Arc GIS on line
- Computer programming.
- Multi-platform hardware, operating systems, and major GIS software.
- Surveying and legal descriptions

Ability to:

- Successfully transfer Beaverhead County from E-911 to NexGen 911
- Work with and complete the 2020 Decennial Census and all associated projects
- Coordinate and manage multiple GIS projects. -Negotiate and administer service contracts.
- Prepare project planning documents, contract proposals and budgets. -Supervise staff. .
- Establish and maintain effective working relationships with employees and other departments.
- Work effectively in a team environment.
- Communicate effectively, speaking and writing.

Education:

Bachelor degree in geosciences, geomatics, engineering, surveying, the natural sciences, computer science, or related field.

Experience:

- Four years of responsible experience in GIS management for local government, or similar environment or equivalent combination of education and experience.
- Demonstrated ability to plan, build and maintain a geographic information system..
- Demonstrated ability to work cooperatively with others.