

GIS Manager

Job Description



FLSA Status: Exempt
Salary Range: \$50,000 to \$80,000
Hiring Range: \$50,000 to \$65,000

DEFINITION OF WORK

Serve as the central point of contact for all GIS related activities at SEMSWA, and support all other programs at SEMSWA. It is anticipated that SEMSWA will employ only one GIS staff member, as described below, and that person will provide a very wide range of services from GIS management and leadership to GIS execution.

SUPERVISION EXERCISED

May supervise, train, and oversee the work of lower level GIS staff or engineering staff, as well as coordinate with contracted consulting staff.

EXAMPLES OF DUTIES

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The duties or essential functions of this job may be modified at any time.

- Manages all aspects of SEMSWA's GIS program, including CAD and other spatial data as needed.
- Leads GIS and CAD related data development.
- Maintains the SEMSWA impervious area data base and stormwater billing system
- Produces maps, displays, and figures needed for SEMSWA and related activities.
- Leads GIS related agency/contractor coordination.
- Provides leadership and strategic planning to SEMSWA regarding how spatial data can be used to support ongoing SEMSWA projects and goals.
- Performs GIS analysis, queries, searches, and data manipulation.
- Supports SEMSWA's CarteGraph Asset Management software, which has an extensive GIS toolset.
- Provides expertise to SEMSWA staff, engineers, planners, and developers regarding GIS information, such as asset locations, floodplain information, and related needs.
- Determines when it is appropriate to perform in-house GIS functions, and when it is appropriate to use consultants as an extension of staff or for unique or advanced services.
- Prepares GIS or spatial data related back-up material for Board Meetings.
- Attends a variety of committee meetings as required.
- Supports the production of engineering studies, reports, and related documents.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Experience with ESRI software, specifically the ArcGIS suite (ArcInfo, ArcView, ArcCatalog, ArcToolbox) and ESRI's extensions (Spatial Analyst, 3D Analyst)
- Ability to perform GIS data conversion/editing, GIS map production, spatial database management, spatial analysis/reporting tasks.
- Experience with collecting and processing GPS data with Trimble hardware and associated software.
- Experience with CAD data (AutoCAD and/or MicroStation) and how it relates to GIS.
- Strong understanding of GIS concepts and spatial data.
- Strong cartographic/data management skills needed to perform job duties.
- Excellent working knowledge of Excel, including ability to create formulas and functions, fluidly manage and analyze data, and ensure integrity of data. Must understand data types, how to import and export data from DBFs, personal geodatabases or text files and the limitations on the data in each of these formats in Excel, Access and ArcGIS.
- Strong understanding of Access tables and queries with the ability to write simple SQL statements. Ability to create and modify forms and reports.
- Strong leadership, mentoring, and team-building skills are crucial.
- Experience with project management, including planning, statements of work, budgets, and scheduling.
- Ability to network within the office and educate co-workers about capabilities and applications of GIS.
- Proficient in the understanding and use of GIS for mapping and tracking.
- Ability to effectively communicate with local, federal government, state government, public officials, SEMSWA staff, engineers, developers, contractors, the public, and others.
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with staff, contractors, other professionals, and the general public.
- Basic knowledge of land development processes and understanding of planning, zoning, and land development code standards.

EDUCATION AND EXPERIENCE – a combination of education and experience will be considered that is equivalent to those requirements listed.

- BA/BS in Geography, Cartography, Planning, Natural Resources, Engineering, or GIS related field.
- Ms in related field is a plus
- Minimum of five (5) years of applied GIS experience
- Proficiency in CADD is preferred
- Professional technical experience with designing, creating, editing, and maintaining geodatabases and metadata for numerous projects.
- Professional technical experience with SQL Server/Access DBMS's at a strong working level.
- Good presentation and speaking skills.

- Valid driver's license and satisfactory driving record required.

WORKING ENVIRONMENT AND REQUIREMENTS

Work is primarily in an office environment, with occasional field work which is performed outdoors and may be in a variety of weather conditions that may be extreme at times.