

## **Staff Report**

**Subject:** Approval and publication of two job descriptions for GIS.

**Author:** Sarah Mausolf, Director

**Department:** Human Resources and Risk Management

**Presented By:** Tim Callanan, County Manager

**Meeting Date:** November 1, 2022

**Item Description:** Approval and publication of two job descriptions for GIS.

**Summary Recommendation:**

Staff is requesting authorization to approve and publish two job descriptions for GIS.

### **Executive Summary/Background**

*GIS Manager* – The purpose of this position is to oversee and supervise the management of the County's enterprise GIS including, but not limited to database management, tangible deliverables, increased efficiencies, and technology transfers to non-GIS staff.

This will be a promotion for the current GIS Coordinator, Ms. Pamela Melser, who has been with the County since April 2021.

*GIS Coordinator* - The purpose of this position is to create, maintain, manipulate, and plot spatial data and associated databases by using a variety of software and hardware products according to the needs of the County agencies and municipalities, as well as the general public.

This will be a promotion for the current GIS Technician, Mr. Danny Frazier, who has been with the County since November 2020.

### **Alternatives for Commission to Consider**

1. Approve the job descriptions; authorize publication and distribution.
2. Disapprove the job descriptions and provide guidance to staff.

**Recommended Alternative:** Staff recommends Alternative 1.

**Other Alternatives:** None.

**Department Review:** County Manager, GIS, and Human Resources.

**Funding Source:** Funding through Fiscal Year 23 turnover savings.

**Attachments:** GIS Manager Job Description  
GIS Coordinator Job Description