EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: GIS Manager	**Job Code: #####**
Reports to: Director of Development Services	**FLSA Status: Exempt**
Department: GIS	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Purpose of Classification:

Under limited administrative direction, this position oversees and supervises 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. Supervision Responsibilities: Oversees the recruitment, employment, evaluation, and release of staff and temporary personnel in the GIS Department.

Principal Duties and Responsibilities (Essential Functions**):

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Overall responsibility for ensuring that key GIS work elements and integrated solutions are managed, maintained, and enhanced to meet County needs and requests

Develops workflows to ensure that data collection and updates are being recorded and published in a timely manner

Oversees all enterprise GIS operations including database management and administration, design and implementation, data development, system administration, and technical consulting

Negotiates consulting and service contracts, ensuring terms are met, writes staff reports, and makes presentations to the Board of Commissioners

Manages and leads GIS initiatives with internal and external agencies, adjacent jurisdictions, and the State

Manages enterprise GIS projects and work programs by planning, prioritizing, scheduling, and providing leadership to GIS staff

Trains GIS staff to assist with plat review for internal departments to meet County requirements

Principal Duties and Responsibilities (Essential Functions**) Continued:

Reviews and submits invoices for payment of GIS Department contracts

Creates and cultivates cartographic standards for County map production

Researches solutions for County utilization of GIS data including web application development, new software solutions, and mapping integration with existing datasets

Creates field solutions for data collection

Implements addressing policies and approves road names for the Planning Board according to ordinances and with Planning staff

Attends training, seminars, workshops and meetings to maintain current knowledge of industry trends and technology

Manages GIS staff; trains, assigns, direst, supervises, evaluates, and disciplines personnel within the department

Develops budget and capital recommendations for the department and administers approved funds; approves department purchases

Able to work independently, with little supervision, and be self-driven

Additional Functions

Attends meeting with other departments and County administration to plan, recommend, and/or discuss upcoming projects and policies as required

Responds to public information requests and develops public information policies and procedures

Provides assistance to other employees or departments as needed.

Completes tasks of the GIS Coordinator in their absence.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in GIS, Geography, Cartography, Earth Science, or closely related field; supplemented by 8 (eight) years previous experience and/or training that includes knowledge of and skill in the ArcGIS Platform including Desktop, Enterprise, Collector/Field Maps, Online, and Web App Builder; with at least 2 (two) years in a management/administrator role; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Preferred certifications:

- GIS Certified Professional GISP
- ESRI ArcGIS Desktop Professional
- ESRI ArcGIS Pro Associate or Professional
- ESRI Enterprise System Design Associate or Professional
- ESRI Enterprise Geodata Management Professional
- ESRI Enterprise Administration Professional
- ESRI Enterprise Administration Professional

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

PERFORMANCE APTITUDES CONTINUED:

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Effingham County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.