



WALLER COUNTY JOB ANNOUNCEMENT



Position Title:	GIS MANAGER				
FLSA Status:	NON-EXEMPT	Min. Pay Rate		Max. Pay Rate:	

Essential Functions:

GIS Manager is responsible for managing the GIS Technician and oversees the Waller County Geographic Information Systems (GIS) database and train other employees on GIS tools and applications. This position manages the Road and Bridge drone program, is responsible for maintaining the road maintenance log, and performs related duties as required.

1. Responsible for ensuring accuracy of the Road and Bridge GIS database.
2. Manages, plans, assigns, and reviews technicians work on GIS projects.
3. Ensures that data, security, and system standards are maintained by all users of the GIS system.
4. Research, plan and implement continuous data integrity techniques for data collection, data-quality maintenance, data use, and disposal.
5. Develop action plans and meet goals.
6. Administers the development of GIS applications and provides training for rapid deployment within the Engineering, and Road and Bridge Department, and online mapping applications for use by the public and responds to any questions or concerns about the accuracy or validity of the applications.
7. Responsible for overseeing collection of field data (and training employees on use of equipment for collection of field data) using Arrow GPS, smartphones/tablet and ESRI applications (Collector, Quick Capture, Survey 123, etc.)
8. Coordinates with outside organizations such as the Waller County Appraisal District, the City of Hempstead, Houston-Galveston Area Council (H-GAC) to obtain up to date GIS data and report errors or new developments.
9. Responsible for Remote Pilot in Command (RPIC) duties as needed for collection of aerial photography and video for use in GIS applications.
10. Manages department website including updates to GIS web applications, and creating a GIS Open Data Portal for the public.
11. Oversees the Road and Bridge Department's drone program and verifies flight logs are being maintained.
12. Maintains an electronic copy of the Waller County road maintenance log.
13. Coordinates with Waller County 9-1-1 Addressing to ensure county road data is accurate.
14. Compile data for special projects; collect and assemble data and background materials for a variety of reports and requests, including voting redistricting and elections.
15. Assist with projects as needed and assigned.
16. Prepares monthly material, equipment and road inventory update reports to the County Engineer.
17. Assists in inventory of shop equipment and supplies.
18. Responds to questions and requests from county staff regarding road and material inventory.
19. Maintain GPS, Tablets, and drone equipment inventory.
20. Organize and maintain storage and filing, including electronic back-ups, of GIS data.
21. Provides logistical assistance to the Road and Bridge Department during emergencies.

Position Specifications:

Requires the following:

1. Must have graduated with a Bachelor's Degree in Geographic Information Systems or related field, and at least 4 years of experience in ArcMap, ArcGIS Online, and collecting and maintaining GPS data.
2. Must have a strong working knowledge of ESRI GIS mapping software.
3. FAA Part 107 UAS Pilot required
4. Physical requirements include frequent lifting/carrying of 10-25 lbs.; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to balancing, handling, walking and reaching to perform the essential functions.
5. Must have a valid Texas driver's license.

Working Conditions: Working conditions are primarily inside; occasional exposure to traffic, excessive dust, rough terrain, wet surfaces, overhead power lines, high noise areas, unfavorable fumes, vapors and odors.

Individual Office/Department Conditions: Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description.

You may submit completed applications at 775 Bus 290 East, Hempstead, Tx 77445 either in the daily mail or in person. Please visit our website at www.co.waller.tx.us for more information and helpful links.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.