

# Geographic Information Systems Manager



COUNTY OF BOTETOURT VIRGINIA  
Established Date: Sept 5, 2017  
Revision Date: n/a

Class Code: Q  
Salary Range: \$54,346 - \$80,865  
FLSA Status: Exempt

## **GENERAL DESCRIPTION:**

Performs complex advanced professional and administrative work planning, coordinating, managing, and, as necessary, executing the design, development and implementation of the County's enterprise GIS and related services, systems, projects and policies. Responsibilities include oversight and coordination of GIS efforts within County agencies, coordination and provision of GIS user support and training, management of County GIS data assets and personnel, and development of GIS work plans and long-term strategy. The GIS Manager will work closely with the County administration, geospatial-related decision makers in various departments, and Technology Services staff to identify, recommend, develop, implement and support effective solutions, processes and services relevant to GIS. The individual will interact with stakeholders at all levels of the organization, internally and externally, on matters related to geographic information systems, services, projects and initiatives. Performs other duties as required.

## **ESSENTIAL JOB FUNCTIONS:**

- Design and develop a collection or gallery of applications for the Enterprise GIS Services using ArcGIS Server Enterprise Advanced, ArcSDE, ArcGIS Online, Pictometry, Google, Bing, Adobe Flex, HTML 5, JavaScript and other resources.
- Perform analysis in order to achieve project goals and objectives.
- Work with various Departments within the County to meet data needs such as integrating geospatial data with existing program data, enhancing capacity to solve problems, increasing program efficiency and improving situational awareness.
- Develop customer confidence by providing accurate complex data analysis, software design and development for independent products or for products that will be integrated into existing data systems for use by individuals and/or multiple partners.
- Works with various Departments and partners to analyze needs, develop solutions and design systems which will provide access to data so that end-users can make better decisions, solve problems and increase program efficiency.
- Manage projects and day to day production schedules.
- Provide support for other users of ESRI and Pictometry software.
- Provides technical support to professional staff, the public and other GIS staff.
- Produces maps and other visual aids for special projects, community meetings & public.

- Creates, edits, manages, and queries data.
- Performs quality control analysis on Enterprise GIS Services.
- Serves as the primary County liaison for all federal, state and local agencies/commissions for all communications relative to GIS data, services, processes and projects.
- Liaison with the County's external stakeholders and customers regarding GIS updates and projects.
- Conducts research and makes recommendations on products, services, and standards in support of GIS solutions. Maintains up-to-date knowledge of GIS technology trends and best practices. Keeps abreast of modern methods, trends, technology and software through workshops, seminars, trade journals and self-study.
- Plans and coordinates implementation of new GIS systems and services, and the integration of changes into the processes of an existing system, using industry standard project methodology and change management protocols. Prepares project plans, schedules, task lists, including project milestones and review points. Reports project progress, issues and need for changes.
- Prepares Request for Proposal (RFPs), bid proposals, contracts, scope of work reports, and other documentation for projects and associated efforts.
- Reports, orally and in writing, activity schedules, progress and performance regularly to the Deputy County Administrator and to other managers; informs, advises and counsels the user community on all matters associated with GIS system activities.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training of enterprise GIS employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Explores grant opportunities and regional initiatives as a cost saving measure. Manages state and federal grants relevant to GIS.

**REQUIREMENTS/PREFERENCES:**

Education                      Required: Bachelor's degree in Geographic Information Systems, Geography, Information Technology, Planning, or related field or equivalent combination of education and experience.

Experience                      Required:

- Five years of progressively responsible management experience in GIS
- Proven experience in enterprise GIS operational development, project management, policy development and strategic planning
- Experience with enterprise-level Geo-Spatial databases
- Experience with the ESRI product line, particularly ArcSDE

Preferred:

- Extensive experience working in a team-oriented, collaborative environment

- Analytical experience utilizing ESRI's ArcGIS Core Suite of software, ArcGIS Flex API, ArcGIS Mobile Suites, SQL Server 2014/2016, Visual Studio 2016, Windows Server 2012/16, Microsoft Internet Information Server Administration, JavaScript, Microsoft Office Suite. Experience with HTML5, ArcGIS Android SDK and ArcGIS IOS SDK.

Certifications/  
Licenses

Required: Valid Virginia's driver's license with good driving record

Preferred: GIS professional (GISP) certification

Knowledge, Skills  
and Abilities

- Strong knowledge of GIS standards, best practices, technology and procedures
- Ability to effectively prioritize and execute tasks in a high-pressure environment
- Demonstrated ability to apply appropriate techniques in solving business problems
- Ability to analyze complex information and develop innovative processes to leverage GIS solutions
- Strong leadership and communication skills
- Skill in identifying and managing innovative funding methods
- Excellent written, oral and interpersonal communication skills
- Ability to present ideas in business-friendly and user-friendly language
- Highly motivated, self-directed and attentive to detail

Additional  
Requirements

Subject to complete criminal history background search with acceptable results. Must also be able to perform the job as described in the Physical and Environmental Demands section of this job description.

Supervisory  
Responsibilities

Supervises a small professional and technical staff; indirectly leads other County staff related to the GIS.

**OTHER INFORMATION:**

**OVERALL PHYSICAL STRENGTH DEMAND**

SEDDENTARY Lift and/or exert force up to 10 lbs. occasionally or insignificant weights frequently; sitting most of the time.

**PHYSICAL DEMANDS**

C = Continuously      F = Frequently      O = Occasionally      R = Rarely      N = Never

5.5 to 8+ hours daily      2.5 to 5.5 hours daily      Up to 2.5 hours daily      Less than 1 hour per week      Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	C	Sitting

- |   |                                |   |   |
|---|--------------------------------|---|---|
| F | Walking                        | R | Lifting   |
| R | Carrying                       | R | Pushing/Pulling                                   |
| F | Reaching                       | F | Handling  |
| C | Fine Dexterity                 | R | Kneeling  |
| R | Crouching                      | R | Crawling  |
| R | Bending                        | R | Twisting  |
| R | Climbing                       | R | Balancing   |
| C | Vision (Correction Required: ) | C | Hearing   |
| F | Talking                        | R | Foot Controls (driving, operation of equip, etc.) |

**ENVIRONMENTAL FACTORS**

D = Daily      W = Several Times Per Week      M = Several Times Per Month      S = Seasonally      R = Rarely      N = Never

Code	Health and Safety	Code	Environmental Factors
R	Mechanical Hazards	R	Dirt and Dust
N	Chemical Hazards	R	Extreme Temperatures
R	Electrical Hazards	R	Noise and Vibration
N	Fire Hazards	R	Fumes and Odors
N	Explosives	R	Wetness/Humidity
N	Communicable Diseases	N	Darkness or Poor Lighting
N	Physical Danger or Abuse		

**PRIMARY WORK LOCATION**

Office Environment

**MACHINES, TOOLS, EQUIPMENT, WORK AIDS**

Computer Equipment, Office Equipment, motor vehicle, GPS, metal detector

**PROTECTIVE EQUIPMENT REQUIRED**

Safety vest, hard hat