

GIS ADMINISTRATOR

General Definition of Work:

Performs difficult professional work advising on and formulating policies and procedures for integration of GIS services with other County departments, governmental jurisdictions and agencies; performing standards compliance and related system analysis and programming. Work is performed under the general supervision of the Business Systems and Data Services Supervisor. Supervision is exercised over subordinate staff.

Essential Functions/Typical Tasks:

Planning, organizing, directing and participating in the design, development and implementation of geographic information systems and related products; monitoring expenditures; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Administers and manages the operation of the geographic information system (GIS) within the County including software and hardware acquisition, standards compliance and related system analyses and programming.
- Manages the design and implementation of production GIS data standards in line with the County's strategic technology goals; formulates policy and procedures which leverage GIS technology.
- Supports County and other GIS systems and program component packages.
- Supervises vendors, consultants and contractors; assigns, schedules and coordinates project requirements and priorities; evaluates performance and takes necessary corrective action.
- Negotiates interdepartmental and inter-jurisdictional data agreements to assure development of information systems with maximum benefit to end users; initiates related coordination and cooperate efforts to advance the implementation of GIS.
- Researches new GIS developments and applications; defines new directions for the County's system and evaluates system capacity and requirements; develops creative solutions to enhance system development through equipment configurations and software changes.
- Assisting in the development and implementation of department budget.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, theories and methods of management as applied to GIS; of the inter-relationships of project planning, applications development, system requirements and creation of products and services; of current developments, trends and technologies within the GIS field; of structure, systems and functions of local governments; of principles and methods of budget preparation and monitoring; of principles and practices of supervision; and of the ESRI suite of ArcGIS products and related functionality including data management, SDE version management, workflow, SDE script development and maintenance, map service development and troubleshooting, ESRI ArcMap extension management. Ability to comprehend and troubleshoot complex database systems including department and user equipment and software; to coordinate systems, functions and personnel to meet user needs and produce cost effective products; ability to manage the development and implementation of GIS policies and procedures; to think conceptually, analyze data and prepare recommended courses of action; to communicate ideas effectively both orally and in writing; and to establish and maintain effective working relationships with system clients, consultants, software and hardware suppliers and associates.

Education and Experience:

Requires graduation from an appropriately accredited college or university with major course work in geography, computer science or related field and considerable experience in the use of geographic information systems. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of or ability to successfully complete ESRI training within six months of employment. Possession of an appropriate driver's license valid in the state of North Carolina.

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