



JOB DESCRIPTION

GIS Manager

Date Prepared: June, 2021

SUMMARY: Under administrative direction from the Technology Officer, plans, directs, manages, and oversees the activities and operations of the City's Geographic Information System (GIS) infrastructure and personnel within the Information Technology Department; performs related duties, as required.

ESSENTIAL FUNCTIONS: — *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Manage the City's GIS/location-based technology operations including computer/mobile device operations, technical support, systems analysis, programming, database management, and other related technologies.
- Manage subordinate GIS staff, set work priorities, create work schedules, perform annual performance evaluations, provide training, develop skills, reward and/or discipline employees.
- Prepare and monitor the GIS operating budget.
- Providing funding proposals.
- Develop forecasting of funds for additional staff, equipment, materials, and supplies.
- Ensure operations stay within budget.
- Select and manage consultants providing GIS and/or location-based software or professional services to the City.
- Develop and implement project plans to accomplish departmental objectives.
- Monitor project performance and report to stakeholders.
- Actively manage GIS Team projects or GIS-related software implementations.
- Develop short and long-term operational goals and plans for the GIS Team, factoring in the latest technology and standard business practices in GIS.
- Assist in development of departmental policies and procedures.
- Work with department managers and directors to help execute their visions using GIS/location-based technology.
- Ensure that GIS/location-based data services are adequately supporting ancillary software and technology that relies on location-based information, such as the asset management systems or ERP systems.
- Create and maintain open data governance framework.
- Conduct routine meetings and coordinate open data release with City's Open Data Governance Working Group.
- Oversee the geographic information data integrity of the City and its related agency's geographic technology functions, including utilization of relevant QA and QC practices.
- Design and document GIS/location-based system and database architecture, including scheduling and execution of software upgrades and architectural enhancements.
- Provide advanced level location-based data analysis and production of actionable reports or recommendations.

- Prepare staff reports, memorandums, and other documentation needed for City Council or City Executive Team action.
- Conduct research, provide recommendations, and assist in the development and implementation of goals, objectives, standards, specifications, and policies and procedures relating to the City's GIS.
- Conduct needs assessments and assist in the development and maintenance of the City's GIS Master Plan.
- Represent the City of Victorville at various user group meetings, committee meetings, or conferences related to geographic information science and technology.
- Respond to verbal or written inquiries or complaints.
- Maintain confidentiality of work-related issues and City information.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's degree in Geographic Information Systems, Geography, Information Technology or a closely related field AND at least six (6) years of professional GIS technology experience, including three (3) years of supervisory or management experience; OR an equivalent combination of education, training, and experience. A Master's degree in Geographic Information Technology or a closely related field may substitute for two (2) years of non-supervisory experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Geographic Information Systems Professional (GISP) certification desired, but not required.

Knowledge of:

- Local government policies and procedures.
- Knowledge of current GIS technology trends and capabilities as they relate to hardware and software solutions to meet the goals of the City.
- GIS software, specifically Esri's ArcGIS software platform, including server architecture, desktop applications, mobile applications, cloud applications, and general operating environments.
- Relational database management systems (RDBMS) such as Microsoft SQL Server, database and geodatabase principles and design, transact-SQL scripting, and database management and analysis techniques.
- Cartography and closely related data display principles, including maps, spreadsheets, dashboards, graphs, charts, and written reports.
- Standard business applications including software required to accomplish the essential functions listed; Microsoft desktop and server operating systems, and mobile operating systems.
- Principles and practices of public administration, effective employee supervision, team building, administrative management, project management, and strategic planning.

Desired Knowledge of:

- Programming and web development languages including Python, JavaScript, Arcade, HTML/HTML5, and Visual Basic.
- Network Modeling (Esri Utility Network, Innowyze InfoSewer and InfoWater)
- Land-based management systems including work orders, asset management, permitting, licensing, and other similar processes.

Skill in:

- Using initiative, discretion, and independent judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.

- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing, including thoroughly carrying out oral and written instructions.
- Establishing and maintaining cooperative working relationships with City Manager, executive staff, department heads, managers, supervisors, employees, elected officials, external public and private agencies, consultants, vendors, suppliers, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers; employee must be physically present at the office to perform their duties. May be exposed to excessive noise levels. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. May be required to lift and carry items weighing up to 75 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

Department Head Approval

Date

Personnel Officer Approval

Date