

JOB DESCRIPTION

TITLE: Geographic Information System (GIS) Manager

DEPARTMENT: Information Services

REPORTS TO: Information Services Director

SALARY GRADE: 17, FLSA EXEMPT

SUMMARY:

Acts as central manager of GIS efforts for Franklin County and the Franklin County Regional Information System, a multi-agency GIS Project. Develops workflows, defines policies, and plans deployment, development, and direction of GIS Project and the GIS Management Office. Monitors and assists GIS staff in the performance of their duties. Coordinates with County personnel to define and tailor GIS Project content to meet specific requirements. Represents Franklin County and/or the other members of the Franklin County Regional Information System in the local community, and in professional organization settings.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

EXAMPLES OF ESSENTIAL FUNCTIONS:

Job duties are widely varied, and include areas of customer support, data management, security, network services, project policy, planning and management, software system management and analysis, and system administration.

Knowledge and experience required to design, develop, implement and maintain the GIS Project, including project life cycle stages and evolution, project mission and role within the County.

Develops, negotiates and administers contracts.

Develops and administers department budget; manages expenditures and assures compliance with County policies and approved expenditures.

Skill in written and oral communication to prepare and present reports, interpret policies and guidelines, provide advice and guidance to the user community, and represent the County to the public and professional organizations. Specifically requires the ability to communicate technical information to non-technical audiences.

Knowledge of project management principles and methods, including plan development, scheduling, resource planning, monitoring performance, and evaluating performance and timeline adherence.

The employee uses initiative and resourcefulness in defining, implementing, and revising workflows, procedures, and practices, and in the research and interpretation of trends and future needs.

Requires multi-agency vision and consideration to facilitate interoperation of multiple sites and applications in a usable, reliable, accurate manner.

QUALIFICATIONS

Knowledge Of:

- Basic understanding of Washington State Public Records Policies as defined by RCW, and understanding of current interpretation and application by the courts.
- Understanding of current and emerging technologies in the IT, GIS, and telecommunications fields.
- Knowledge of network protocols and operation.
- Knowledge of the interrelationships of multiple IT disciplines to ensure integration of the GIS Project and GIS Services across County Departments.

Ability to:

- Communicate both orally and in writing, to prepare and present reports, interpret policies and guidelines, provide advice and guidance to the user community, and represent the County to the public and professional organizations. Specifically requires the ability to communicate technical information to non-technical audiences.
- Ability to troubleshoot, isolate and correct complex problems.
- Ability to apply project management principles and methods, including plan development, scheduling, resource planning, monitoring performance, and evaluating performance and timeline adherence.

WORK ENVIRONMENT

Most work is performed in an office environment, or other indoor location, with occasional requirement for moving of moderately heavy items, including computer equipment, peripherals, or office furniture or equipment.

Occasional outdoor work is required to validate data, visit sites of interest, or meet with involved parties. This may require specific, but common, physical characteristics and abilities constituting average levels of agility, dexterity, and strength.

The work involves normal risks and discomforts that require typical precautions, such as safe work practices, attention to ergonomic practices, and the observation of County safety policies.

SPECIAL REQUIREMENTS

Valid Washington State drivers license.
Ability to pass criminal background check.
Bachelor's Degree in GIS or related field, or equivalent experience.