

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 653

GIS MANAGER

This is highly responsible, specialized technical, supervisory and administrative work of considerable difficulty directing the activities of a citywide enterprise Geographic Information System (GIS). The employee in this class is responsible for planning, organizing, directing, and coordinating the various activities of the City's GIS including departmental and cross-departmental software and applications, database administration, Internet-based strategies, budgeting, and resource requirements. Under general direction, the employee is required to exercise considerable initiative and independent judgment in performing assigned duties. Work is reviewed through conferences, reports submitted, results achieved, and reports by users of GIS distributed systems.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Directs, coordinates, reviews, and participates in the activities of the GIS in the areas of design and implementation of systems and applications, technical research, and project monitoring.
- Supervises GIS professional staff in support and expansion of GIS applications.
- Consults with staff in City departments to evaluate areas in which further GIS applications or support might be utilized to accomplish their goals and objectives.
- Monitors changes in GIS applications regarding equipment, standards, procedures and techniques, and implements standards for all elements of GIS.
- Prepares and administers required budget to accomplish planned projects.
- Recommends and executes modifications to GIS software in order to improve efficiency, reliability, and performance.
- Leads the transitions of GIS applications to next-generation environments and/or cross-functional systems.
- Recommends, in the interest of the City, that eligible applicants be hired and that subordinate employees be reassigned, transferred, disciplined, suspended, terminated, promoted or commended.
- Acts as single point of contact for GIS-related issues.
- Evaluates training needs and leads classroom training for city staff on GIS software and applications.
- Has knowledge Global Positioning System (GPS) equipment and software.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of GIS software and familiarity with relational database design as it applies to GIS software.
- Knowledge of ArcGIS Online, ArcGIS Pro, ArcGIS Enterprise, ArcGIS Apps, ArcSDE, and ArcGIS for Desktop software products.
- Knowledge of general mapping principles, demographics analysis, spatial analysis, remote sensing, and cartography.
- Skill in project management.
- Skill in effective team-building and staff management skills.
- Ability to troubleshooting software and hardware.
- Knowledge of data modeling.
- Some knowledge of GPS devices or applications and their usage.
- Knowledge of the basic principles of one or more of the following functions: Planning, Economic Development, Engineering, Asset Inventory, Government Structures, Surveying, Geophysics, Topography.
- Knowledge of coding/programming languages.
- Ability to conduct research into GIS issues and products as required.
- Ability to manage and/or provide guidance to junior members

- Ability to train team members and end users on GIS data and applications of the team.
- Ability to supervise a staff of subordinate employees in a manner conducive to full performance and high morale.
- Ability to express ideas clearly and concisely, both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree in geography, information systems, computer science, or closely related field. Have at least five (5) years experience involving: Utilized ESRI software and other related GIS production programs. Project management involving programming. Implementing GIS applications. GIS work experience, including supervisory experience. A variety of hardware including personal computers and servers. GPS equipment. Experience working for local government operations is preferred.

Additional qualifying work experience may be substituted on a year by year basis for the required college education.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Lifting of materials (5-25 pounds). Work is performed in usual office conditions. Occasional outside field work may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

11/2019

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 29/50

Location: Engineering Department

GERS: Regular: Regular Class