

**CLASS TITLE: SUPERVISING GEOGRAPHIC
INFORMATION SYSTEM (GIS)
SPECIALIST**

**Class Code: 02811600
Pay Grade: 32A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize and coordinate a variety of professional and technical activities associated with the development and maintenance of a collective GIS database of comprehensive geographically related information; to act as a principal liaison with other agencies cooperating with and contributing to the GIS program; as required, to provide staff support to appointed boards/committees charged with GIS oversight; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a supervisor with considerable latitude for the exercise of independent judgement in procedures relating to the GIS; work is subject to review for technical proficiency and conformance to established policies and guidelines.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of assigned staff engaged in professional, technical and/or clerical activities associated with the GIS operation.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize and coordinate a variety of professional and technical activities associated with the development and maintenance of a collective GIS database of comprehensive geographically related information.

To act as a principal liaison with other agencies cooperating with and contributing to the GIS program. As required, to provide staff support to appointed boards/committees charged with GIS oversight.

To be responsible for the effective utilization of GIS technology.

To act as the system administrator for GIS equipment and GIS databases.

To prepare an annual work program and estimate of costs for the development and use of GIS programs and technology.

To manage GIS projects to conform with budget and schedule constraints.

To coordinate actions with the various participants in the GIS effort concerned with database development, including the insurance of compatibility of technologies and the encouragement of sharing data.

To plan, design and coordinate the implementation of the GIS with participating agencies.

To coordinate development, maintenance and implementation of new GIS technology and/or GIS applications.

To provide effective reports to supervisors and policy-making bodies concerning GIS plans, activities and performance; to respond to and implement policy directives.

To coordinate the processing of user mapping, data, and application requests.

To oversee the use and procurement of computer equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the functions and applications of geographic information systems as related to land use, natural resources and/or transportation planning; a thorough knowledge of cartographic principles, aerial photo gram metric interpretation techniques, automated mapping principles, and relational database applications; a thorough knowledge of computer software utilized in the maintenance of GIS databases; the ability to provide

guidance, supervision direction to subordinate technical personnel; the ability to plan and administer program and project movement functions; the ability to meet and consult with federal, or related technologies; the ability to prepare clear, sound, accurate and informative reports; the ability to communicate effectively with subordinates, superiors, departmental personnel and other GIS users; the ability to prepare concise and accurate reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Geography Information Systems, Geography, Engineering, Computer Science, a Physical or Natural Science; or Planning; and

Experience: Such as may have been gained through: considerable employment with project responsibility in designing, creating, and maintaining digital maps and database information for use in the professional planning process.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/03