

KIPDA  
POSITION DESCRIPTION

Class Title: GIS Department Manager

Division: Transportation

Supervisor: Director of Transportation

Supervises: GIS Specialists

Class Characteristics: Under the general administrative direction, responsible for operating and maintaining the Geographic Information System (GIS); supervises personnel assigned to GIS; performs related duties as required.

General Duties and Responsibilities:

Essential:

1. Supervises subordinate personnel while assisting with required duties, including approving work schedules, time sheets, performance evaluations, etc.
2. Maintains GIS databases for KIDPA Region.
3. Prioritizes GIS requests and assigns duties to Specialists.
4. Supervises GPS activities as they relate to GIS data collection.
5. Coordinates GIS efforts.
6. Supervises and creates map products and online mapping content.
7. Creates and updates regional maps for various Agency needs using ESRI software.
8. Assists member agencies with GIS requests.
9. Provides GIS technical assistance to region and KIPDA staff.
10. Serves as contact person for public mapping and GIS data requests.
11. Participates in state and local meetings and committees regarding GIS.
12. Converts GIS data and import/export to various GIS platforms used.
13. Researches existing data available.
14. Assists in purchasing of equipment needed to operate GIS/GPS software.
15. Cleans and collects GPS data for region as required.
16. Perform other duties as required.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's degree in geography, planning, public administration, environmental planning or closely related field supplemented by three years related work experience. Masters degree preferred, but not required. GIS certification preferred but not required.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of GIS concepts with emphasis on applicable software programs.
2. Thorough knowledge of hardware configuration, including networking and installation.
3. Thorough knowledge of federal and state laws and administrative regulations relating to the area of assignment.
4. Knowledge of agency and division needs relating to GIS.
5. Thorough knowledge of the organization, functions and problems of local governments.

Skills:

1. Skill in the use of computers and other office equipment.
2. Skill in using software relating to GIS/GPS.
3. Skill in analytical and statistical methods.
4. Organizational skills.
5. Verbal and written communication skills.

Abilities:

1. Ability to maintain effective working relationships with other employees, elected officials and outside agencies, governments, consultants and businesses.
2. Ability to analyze data for scaling and other mapping/drafting applications.
3. Ability to communicate effectively with oral and written methods.
4. Ability to work under pressure, complete tasks, and meet deadlines.
5. Ability to systematically compile technical and statistical information.
6. Ability to work with minimal supervision under time constraints.

ADDITIONAL REQUIREMENTS

Instructions: Very general; must use own judgment most of the time.

Processes: Must frequently refine existing work methods and development of new techniques, concepts and programs within established limits or policies.

Review of Work: Projects are usually performed for outside agencies and for multiple supervisors. Some drafts and final copies are given to others to review.

Analytical Requirements: Assignments require almost continual analysis of figures, data trends and results of all kinds which directly affect the policy of the organization.

Tools, Equipment and Vehicles Used: Normal office equipment (computers, copier, telephone, fax machine, etc.); Windows Applications, GPS data collection equipment, map plotter, and map copier; must operate vehicle as a requirement of the job.

Physical Requirements of the Job: Work is typically performed while sitting at desk or table in a climate controlled environment with intermittent walking, standing, and stooping; lifting light objects (up to 25 pounds) is a requirement of the job; operation of a vehicle is required for this job.

Contacts: Frequent public and private contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Limited use of confidential information.

Mental Effort: Heavy.

Interruptions: Constant.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: N/A

Certification Requirements: None.

Additional Requirements: None.

Overtime Provision: Exempt.