GIS MANAGER

Lassen County

Planning and Building Services Department

$35.00 - $46.46/hr

DUTIES AND RESPONSIBILITIES Receives direct supervision from the Director of Planning and Building Services Director and/or Deputy Director. Supervises professional and technical staff assigned to the GIS Division. The GIS Manager is responsible for the overall vision, design, management, and leadership of the County's enterprise GIS program, including the management of the County's GIS technology, services, and geospatial data. The Geographic Information System (GIS) Division is currently housed in the Planning and Building Services Department. The County's GIS is a highly integrated complex enterprise system based on the ESRI platform, which is used as a basis for operations in many County departments. Performs services administration and infrastructure integration design between GIS and other County business systems such as asset management, work management, permitting, document management and financials. Provides comprehensive planning and system architecture design of GIS database and application systems for all GIS integrated business functions of the County. Establishes workplans and methods for providing GIS services and implementing the County's GIS policies and procedures. The major duties of the job include: 1. Leads and manages the County's GIS program providing vision and direction to County staff in the utilization of GIS and promoting GIS effectively as a business solution. Manages the implementation, development, and services delivery of the GIS including strategic planning, coordination, prioritization, and goal setting. 2. Manages, defines, and monitors the services of the enterprise GIS. Coordinates all data standards, processes, and workflow to ensure that GIS data and services meet requirements. Ensures that data, security, and system standards are maintained by all users of the GIS system from all departments throughout the County. Enforces data standards, procedures, and workflow for all information in the enterprise GIS. 3. Plans, organizes, coordinates, assigns, and evaluates the work of professional and technical staff in the GIS Division. Reviews daily accomplishments of the assigned GIS staff and modifies personnel assignments as necessary. Conducts performance evaluations on the assigned staff. Reviews job descriptions and participates in the hiring process of GIS staff in all departments throughout the County. Responsible for coaching and corrective actions and participates in disciplinary actions. 4. Provides technical direction and coordination of all County GIS staff who perform editing, data manipulation or analysis of enterprise GIS data. Leads the Countywide GIS coordination team and GIS user group. 5. Manages and prioritizes all GIS enterprise level modifications and updates. Coordinates communication on system and project status with other County departments. Directs team function as a Countywide technical resource for GIS development and integration, based on Countywide work priorities and work plans. 6. Acts as project manager for GIS software purchase, implementation projects, custom GIS and database applications, development services and digital mapping services. Plans, organizes, and develops project outline. Communicates with team members and acts as liaison between vendors and stakeholders.

7. Protects and advances the business needs of the County following best practices for technology contract negotiations. Prepares and manages capital improvement budget for GIS. Develops improvement goals and priorities based on budget. Presents team recommendations to GIS Steering Committee. 8. Recommends preliminary annual budget for the Division. Forecasts funds needed for staffing, equipment, and projects. 9. Manages and coordinates GIS application and integrated database customization and other related technology projects based on business needs of the County. Coordinates and assists the development and integration of business applications and databases with the GIS system. Assists in the development of procedures and application and database integration to eliminate redundancy and improve efficiency. 10. Develops requests for information (RFI's) and requests for proposals (RFP's) for GIS projects. Reviews proposals to ensure that vendors meet minimum requirements, performs analysis of software systems and assists with software selection processes. Performs cost-benefit analyses as needed. Recommends upgrades, changes and new software purchases to the Information Technology Services Department (ITSD) Director, the Systems Steering Committee, or to County leadership. Provides technical support to assigned County System Team(s) or project teams. 11. Stays current with GIS-related developments, trends, and changes, GIS data management technology, equipment and related hardware and applications software. Recommends upgrades, changes, and new software purchases to the appropriate department head in the above areas. 12. Attends conferences, user group meetings and trainings as necessary. Encouraged to lead, speak, teach and participate as a leader in GIS groups. 13. Supervise the use, care and operation of GIS equipment.