

## Job Description

**Job Title: GIS Director**

**Prepared By: Alan Frank**

**Classification: Full-Time**

**Prepared Date: 11/23/2015**

**Department: GIS**

**Approved By: Human Resources**

**Reports To: Commissioners**

**Approved Date: 2/5/2016**

**Location: 525 E. Grand Ave.**

**FLSA Status: Exempt**

**Job Summary:** This is a highly-responsible administrative position involving coordinating, planning, organizing, and directing GIS activities and initiatives.

The GIS Director role is responsible for providing technical expertise and supervision of day-to-day implementation and operation of the GIS within the context of programs and policy directives. As well, the GIS Director is responsible for coordinating GIS activities, managing GIS vendor contracts, planning and organizing system development, and other GIS management activities. Work is performed independently within established policies, procedures, and guidelines of the Albany County Personnel Policy manual. The GIS Director reports directly to the County Commissioners.

### **Essential Duties and Responsibilities:**

- Conducts daily maintenance of GIS database, including but not limited to, editing, querying, searching.
  - Reads legal descriptions from deeds and interprets for users as needed.
  - Prints maps from GIS software programs as needed.
  - Manages resources of GIS and confers and coordinates with user organizations and GIS personnel to determine user needs.
  - Oversees and provides technical guidance regarding activity associated with implementation, operation, and enhancement of the GIS program.
  - Coordinates and monitors contracts with GIS hardware, software, data conversion, and other providers of GIS products and services.
  - Establishes procedures to eliminate redundant processes, determine appropriate levels of accuracy, the vertical integration of layers and the integration of more accurate data with existing databases.
  - Analyzes proposed and existing GIS applications and databases to determine equipment requirements, disk storage needs, physical location and structure of databases and applications, and develop recommendations regarding equipment data capacity and availability requirements.
  - Provides oversight on activities associated with implementing, operating, and enhancing the GIS databases.
  - Conducts research and development of new GIS related products and procedures.

- Plans for in-house and contracted training programs on GIS operations and applications.
- Coordinates with groups involved in GIS data sharing.

Additionally, the GIS Director:

- Provides mapping support to Public Safety On-call as need be based by incident severity.
  - Supports County Clerks Census and redistricting responsibilities.
- Provides printing and graphic design displays as requested.
- Researches historical county records.
- Provides visual displays for Public Meetings in hard copy or electronic means.
- Works with Federal, State and Local agencies as requested by Elected County Officials

### **Qualifications/ Requirements:**

- Principles of enterprise-wide information service systems, including information technology architectures, standards implementation and cooperative management;
- Standards-based information processing and management principles; including geographic data standards, metadata standards, and the map and data standards of County departments and relevant State and Federal agencies;
- Information technology infrastructure and operating principles; including relational database management systems, object-based application design principles, distributed network architectures, and web-based distribution methods;
- Spatial and geographic data, cartographic principles, geographic data analysis and techniques, GIS software operations and products;
- Principles and practices of supervision, staff development, organization, administration and personnel management;
- Techniques of project management coordination;
- GIS system architecture, functions and capabilities, programming languages and limitations.
- Communicate effectively with diverse County department managers and technical staff in order to foster consensus and build cooperative information workflows and GIS deployment;
- Manage projects comprised of internal staff, County departmental staff and external contractors to provide quality products and services to customer specifications on time and within budget;
- Communicate effectively, orally and in writing, to explain and promote the deployment of GIS;
- Understand GIS business process of County departments and the value-added application of GIS technology;
- Conduct Business Process Reengineering and strategic planning studies for departmental users, leading to GIS implementation plans and projects;
- Promote and maintain a team environment; plan, organize, direct and coordinate staff activities; select, supervise, assist and evaluate staff;
- Understand highly complex information technology systems and issues;
- Analyze, develop, explain and promote public policy recommendations related to geographic information, GIS technology and GIS professional services.

**Education/ Training/ Experience:** The knowledge and abilities required to perform this function are acquired through training and experience equivalent to possession of a Bachelor's Degree from an accredited college in Geographic Sciences, Urban Planning, Information Systems, Business Administration or a closely related field. Five (5) years of experience in: data analysis, geographic data creation, GIS applications programming, project planning, database administration, information systems development/deployment, and enterprise systems management. One (1) of the five (5) years of experience must have included project management and full supervisory responsibilities