

GEOGRAPHIC INFORMATION SYSTEM DIRECTOR

GENERAL STATEMENT OF DUTIES: Responsible for all aspects of the Geographic Information Systems (GIS) Department including hardware, software, budgeting, production capacity and production prioritization. Coordinates the creation of an integrated County GIS System and procedures including the development and maintenance of base maps and other pertinent data suitable for the use of County departments and other governmental agencies including the Genesee County Road Commission and the Genesee County Drain Commissioner. Appointed by and reports to the Genesee County Board of Commissioners.

STATEMENT OF TASKS:

Supervises GIS Department staff including hiring, directing work assignments, training and evaluations;

Oversees data conversion and data development to ensure conformance with data quality and completeness standards;

Implements standards and procedures for GIS database and basemap maintenance and administration;

Manages the financial resources that are necessary to implement the countywide GIS efforts including developing the GIS budget, statistical summaries and reports;

Provides GIS support to County departments including the Road Commission and Drain Commissioner;

Supports GIS power users and departmental GIS liaisons through team-building and technical assistance;

Works closely with the Information Services Director to address hardware, software, and networking issues that effect GIS;

Maintains communications with other governmental units throughout the county, region, and state.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge and experience with techniques, practices, methods and procedures of establishing and maintaining GIS data sets;

Considerable knowledge of global positioning system technology;

Considerable knowledge of and ability in ESRI software;

Considerable knowledge of and ability to utilize and develop ESRI and local government GIS software applications;

Knowledge of and ability to perform GIS programming and application development including database design and Windows NT administration;

Knowledge of and ability in base and tax mapping concepts;

Knowledge of governmental budgeting procedures;

Ability to direct and supervise the work of others;

GIS DIRECTOR

Page 2

Ability to write grant requests and project proposals and seek alternative sources of funding for the GIS services;

Ability to establish and maintain effective working relationships with County departments and local government administrators, other employees and the general public;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Geography, Computer Science, Engineering, Mathematics or in a degree directly related to GIS **and** five (5) years of progressively responsible experience in the development and support of GIS including experience utilizing ESRI software applications and database management in a network environment.

Established: August 13, 2004


Human Resources Director