

City of Gahanna

GIS Manager

Nature of Work

This is responsible technical computer work for the development and maintenance of the City-wide geographical information system (GIS). The work will include coordinating information updates; troubleshooting hardware & software problems; performing regular systems back-ups; and providing technical support for users.

Supervision

Work is performed under the general supervision and direction of the Director of Network Operations. Should the City of Gahanna create a position of an IT / IS Director, all functions of the GIS Manager will be subordinate to the said Director. Additional guidance is provided through GIS Committee, employee's manual, system procedure manuals, and Network Operations work practices. Work is reviewed prior to production through periodic meetings, performance appraisals, and compliance with policies and procedures.

Essential Functions of Work (May not include all duties performed)

Implementation of City-wide GIS working with representatives of GIS Committee, user groups and third party vendors

Coordinates updates to information and upgrades system as appropriate

Coordinates tasks, dependencies and schedules that are required to implement a geographical information system

Develops policies and procedures for GIS updates and support

Understands operation of all city departments and assists staff with implementing GIS within their operations.

Prepares Cost estimates and budget proposals for mapping & GIS related projects.

Provides single source point of contact for all mapping related products

Provides technical assistance to users; reviews request for system changes and application development; determines alternative solutions; troubleshoots hardware & software problems; and makes recommendations for cost effective solutions to problems

Assist in the development of contracts for data conversion, mapping, application development, and maintenance support

Assists with training for employees as needed.

Prepares graphics for City Departments as needed, and prepares graphics for public presentations to City Council and / or City Boards & Commissions.

Monitors the work of Team Project Members for accuracy and competency

Monitors and orders supplies and materials for system on a regular basis

Modifies and maintains system backup procedures and updates needs assessment and strategic & tactical plans of operation

Reviews and develops system requirements

Reviews periodicals and other materials to keep abreast of developments within the GIS industry

EXHIBIT A

City of Gahanna

GIS Manager

Minimum Requirements of Work

Possession of a Bachelor's Degree in geography, engineering, computer science or related field and two years of progressive experience working with GIS or any equivalent combination of training and experience which provides the following knowledge, skills, and abilities:

Knowledge of personal computers and software applications

Knowledge of GIS software packages and hardware configurations

Knowledge of AutoCAD

Knowledge of relational database systems

Knowledge of GIS data types, municipal applications, and data conversion techniques

Considerable Knowledge of local government operations

Ability to establish and maintain effective working relationships with other employees, department heads, vendors, professional organizations, and the general public

Ability to communicate effectively both orally and in writing

Knowledge of safety standards and precautions pertaining to the use of an ability to perform operation of modern technical equipment

Ability to move and transport computer equipment and computer supplies & materials

Ability to provide technical assistance and support by analyzing difficult problems and recommending solutions

Ability to work independently on multiple and complex projects

Ability to training users on hardware & software applications