

Morristown
Job Description

Job Title: GIS Manager

Job Number:

Department: Planning

FLSA Status: Non-exempt

Range:

Approved Date:

Summary: Manages the GIS Department and represents the interests of the Morristown Hamblen GIS Steering Committee and its partners; provides technical and departmental leadership, completing difficult technical work in a variety of mapping and geospatial tasks; supervises the work product and processes of GIS staff; active participation in professional organizations and training necessary to effectively advise partnership stakeholders; does related work as required. Work is performed under the oversight of the Director of Economic Development and the MHGIS Steering Committee members.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Conducts research and oversees implementation and improvements/upgrades of the Geographic Information System (GIS) used by the city and related governmental entities, managing components of the GIS that include hardware, software, databases, third party software platforms, and other related peripherals.
- Evaluates and recommends long-term goals, planning processes, and execution of geospatial technology across organizations and departments.
- Supervises GIS staff and assigns tasks.
- Manages and updates GIS Department budget and performs other administrative duties.
- Responsible for the operating standards and policies governing the maintenance of mission-critical layers necessary for the smooth operation of City Departments and MHGIS Partnership stakeholders.
- Oversees the planning, implementation, and ongoing support of complex GIS projects with government entities, departments, and users and dedicates technical resources and personnel in a timely manner.
- Creates and maintains web maps, dashboards, web apps, and mobile maps for data collection in a well-organized manner and assists others with the use of the resources.
- Prioritizes, coordinates, and evaluates progress of upgrading systems, prepares reports and timelines to management and other jurisdictions.
- Explores opportunities for workflow automation and implements as needed.
- Advises City personnel and MHGIS Partnership stakeholders on latest technological trends and mapping policies that may impact business processes. Technical assistance includes aid related to file/database structure, coordinate systems, online mapping best practices and other information.
- Operates global positioning system (GPS) equipment utilizing mobile apps and related GPS equipment.
- Compiles and creates new data from records through survey data collection, geocoding, heads-up digitizing, and other methods.
- Operates GIS software and maintains accurate records and documentation to support work.
- Responsible for providing technical training and assistance with GIS applications used to collect, edit, organize, and analyze digital mapping products.
- Assists engineers, surveyors, and citizens with base mapping data and responds to citizen inquiries and complaints.
- Prepares documents to secure bids and develops cost estimates for contracted services.
- Reviews site plans to ensure compliance with addressing standards.
- Performs quality control reviews on own work and work of others.
- Performs related tasks as required.

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

Supervisory Responsibilities:

Supervises the City GIS Technician and/or GIS Analyst.

Competencies:

- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods. Ability to effectively communicate complex technical ideas to other outside the discipline.
- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Safety and Security:** Observes safety and security procedures. Determines appropriate action beyond guidelines. Uses equipment and materials properly. Reports potentially unsafe conditions.
- **Planning and Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

Required Education and/or Experience:

Bachelor's degree in geography, GIS, information technology, computer science, or planning from college or university and five to seven years relevant experience and/or training; or equivalent combination of education and experience.

Preferred Education and/or Experience:

Master's degree in geography, information technology, planning, or GIS from college or university and seven to ten years relevant experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Thorough knowledge of geographic and cartographic principles and practices; advanced knowledge of ESRI desktop and enterprise software environments, including data editing and publishing practices; experience with local government GIS applications, including planning, public works, fire, EMS, and police; advanced knowledge of spatial datasets and relational database management; working knowledge of database administration, basic networking concepts, and servers; working understanding of programming languages

including Python, SQL, Javascript, and Arcade; experience with software integration and automation platforms; familiarity with computer aided dispatch (CAD), records management, and asset management platforms; working understanding of geocoding and addressing policies required to adhere to National Emergency Numbering Association (NENA) and locally established addressing policies and procedures; knowledge of basic engineering and business mathematics, surveying and drafting; thorough knowledge of standard office procedures, practices and equipment; ability to supervise and train other staff; thorough knowledge of the City ordinances related to land improvement; ability to organize facts effectively and to prepare clear and concise reports; ability to prepare and communicate technical reports and department budget; excellent verbal, written, and interpersonal communication skills; establishes and maintains effective working relationships with other employees, public and private agency officials and the public.

Certificates, Licenses, Registrations:

Possession of an appropriate driver's license valid in the State of Tennessee.

GISP Certification preferred.

Training certificates from ESRI or other professional organizations are preferred.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. When indoors, the noise level in the work environment is generally quiet to moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature/Approval

Employee

Date

Supervisor

Date

Department Head

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.