



**Range: SM-1**  
**FLSA: Exempt**  
**Date: July 1, 2024**

## **GIS MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Manages the development, implementation, maintenance and support of the City's enterprise Geographic Information Systems (GIS), database administration, analyze, mapping, create automation (may require programming) to maintain and display the cities GIS. Works with City departmental leaders on the integration of their business processes with GIS workflows and concepts in support of the organizations strategic plans and goals. Assists City departments with the collection, creation and maintenance of geographic data for analyzing and decision support by City leaders.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the IT Director.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Analyze, oversee, coordinate, and recommend design strategies for the City's geographical information systems.
2. Operate ESRI GIS workstations and utilize various software and hardware to develop geographic databases to compile, convert, maintain, retrieve, analyze, display, and output a variety of geographic layers. Ensures quality control and audits information. Automates procedures and can customize user interfaces. Audit and edit information collected into the system; ensure quality control.
3. Create and coordinate the development and maintenance of the City's databases for GIS applications and analysis. Assist and lead system administration for ArcGIS, ArcServer, and ArcSDE.
4. Create and maintain documentation of procedures and geographic data (metadata).
5. Establish process and procedures for providing access, analysis, data requests, mapping, programming, project completion and implementation reports for a variety of City departments, officials, and citizens.
6. Works with other City staff in coordinating GIS tasks. Provide technical assistance and training for GIS related desktop and mobile software and hardware.
7. Participate in professional group meetings; stay abreast of new developments in the field of geographic information systems.
8. Represents the City in meetings with other agencies and makes presentations to boards and commissions as required.

9. Assist in the preparation of the department budget; monitor and approve expenditures and funds.
10. Ability to work in organized team efforts and assist in problem-solving work-related issues for continuous improvement in work efforts.
11. Manages the development and maintenance of the city's enterprise GIS database to ensure the accuracy and quality of the data.
12. May direct staff on the design and development of new data layers and/or applications to meet the needs of the city's departments.
13. Research and review of emerging GIS technologies and applications to recommend for implementation to ensure the city remains current with present and future technology trends.
14. Works with staff from city departments to determine their GIS needs and help develop and implement their short and long-term GIS projects.
15. Manages professional contracts and budgets for GIS services and acquisition of third-party data layers including aerial photography, digital terrain model, oblique imagery, 3-D mapping, etc.
16. Collaborates with other local agencies to discuss GIS data standards and regional GIS priorities and projects.

**Marginal Functions:**

1. Exercise supervision over volunteer staff within the department. Perform task management duties on a regular or project basis.
2. Perform related duties and responsibilities as required.
3. Maintain or perform website content function within assigned role.

**QUALIFICATIONS**

**Knowledge of:**

- City departments and their functions as well as the public sector.
- Current principles and practices of urban planning as they relate to GIS applications.
- Research methods and sources of information related to urban growth and development.
- Techniques of drafting, cartography, and computer cartography.
- Principles and procedures of computer programming related to Geographic Information Systems.
- Considerable knowledge of ESRI applications like ArcGIS, ArcGIS Advanced, and other applicable desktop computer software and systems.
- Database and Internet ESRI applications like ArcServer, ArcCatalog, ArcSDE, ArcGIS and ArcGIS Pro with Microsoft SQL or equivalent; being familiar with a SQL database is helpful.
- Environment conversion from ArcGIS to ArcGIS Pro.
- Procedures of data and records control.
- Principles and procedures of record keeping.
- Basic principles of data communications.
- Office procedures and methods.
- Principles and procedures of computer systems, peripherals, and accessories.
- Procedures, methods, and techniques of budget preparation.
- Pertinent federal, state, and local laws, codes and regulations.
- Management practices and procedures.
- GIS systems and integration with business operations.
- IT change management techniques, specifically Information Technology Infrastructure Library (ITIL).

### **Ability to:**

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Provide leadership for the growth of geographic information systems in the City.
- Manage the data and projects of the City of Sedona's GIS.
- Collect and analyze data pertinent to urban planning.
- Design, write, and test program-mapping systems.
- Troubleshoot mapping system problems.
- Prepare and maintain comprehensive records and files.
- Manage projects and the work of outside GIS contractors.
- Prepare clear and concise technical reports and recommendations.
- Work independently in the absence of supervision.
- Operate a variety of computer equipment and software relative to the assigned area of responsibility.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both oral and written.
- Maintain mental capacity, which allows for effective interaction and communication with others.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Demonstrate excellent interpersonal skills.
- Identify, research, and resolve complex technical issues related to GIS systems..
- Develop technical procedures and standards for enterprise GIS systems.
- Analyze business processes and develop improved workflows.
- Manage multiple projects simultaneously.
- Communicate technical information to a non-technical audience.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Two years of increasingly responsible GIS experience; medium to advanced GIS knowledge is essential; MIS is helpful. GISP (Geographic Information Systems Professional) Certification is preferred.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in geography, urban planning, land use planning, or a related field.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment and exposure to computer screens, occasional field site visits.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; the ability to distinguish color; general manual dexterity; lift 30 pounds.