

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB388 GIS Manager
POSITION #/TITLE: 2490 GIS Manager	Adopted: 02-08 Revised: 05-14

POSITION DESCRIPTION

Dept: Information Technology	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 16
Reports To Position #/Job Code #/JC Title: 1252/NB343/Chief Information Officer	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Oversees and manages the creation and Management of the City-Wide Geographic Information System (GIS), including coordination of related databases within multiple city departments. Performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over employees in the Information Technology - GIS Division, including employees in the class of GIS Consultant, GIS Programmer, GIS Analyst, GIS Specialist, GIS Technician, intern and other similar classes assigned.

Examples of Essential Work (Illustrative Only)

Determines initial and ongoing requirements for the City GIS by working closely with multiple city departments and other public and private agencies;
Coordinates and manages the City of Cedar Rapids GIS digital databases;
Supervises and coordinates activities of Information Technology - GIS staff including training, scheduling, hiring decisions, written performance evaluations, work with employees to correct deficiencies and implement discipline;
Assists the Chief Information Officer in development of long-term and short-term objectives and annual GIS budget;
Establishes the policies, procedures and standards for implementation and support of the City GIS;
Imports and manages the data files used in the GIS;
Acts as the Custodian of Records for the City's geospatial databases, and develops policies and procedures for the dissemination of digital and hard copy information;
Oversees and participates in the digitalization of base maps and the incorporation of other digital information into the GIS system using cartographic, analytical and other techniques to present GIS data;
Incorporates GPS (Global Positioning System) data into the city GIS;
Interprets GIS spatial data pertaining to City departments and divisions and makes data and operational modifications and adjustments to enhance GIS system operations and performance;
Assists in the Development of GIS applications for City departmental use;
Assists departments with the use of GIS hardware such as plotters, digitizers and computers;

Trains other City employees in the use of GIS and troubleshoots operational problems as requested;
Researches current developments and innovations involved with GIS technology;
Oversees the purchase, licensing and maintenance of GIS Hardware and software city wide;
Conducts timely performance reviews and monitors performance and staffing needs;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Extensive knowledge of GIS software and related application modules running on Windows platforms,
Experience with ESRI's Arc-GIS, Arc-SDE, Arc-IMS, and Intergraph MGE;
Thorough knowledge of CAD systems, such as Microstation and AutoCAD;
Thorough knowledge of the functions and operations of the Information Technology Division;
Thorough knowledge of Relational Database Management Systems (RDBMS), Oracle and Microsoft SQL Servers;
Thorough knowledge of Structured Query Language (SQL);
Thorough knowledge of the principals and methods for developing GIS applications to manipulate and utilize raw data;
Thorough knowledge of the principals and methods for analyzing, interpreting and presenting data in both narrative and graphical formats, including cartographic, analytical and other related techniques;
Thorough knowledge of the purposes and uses of GIS hardware, such as plotters and digitizers;
Ability to understand the enterprise GIS data model and develop / implement division standards and processes that support the enterprise GIS data model;
Ability to handle multiple projects simultaneously, use good judgment in prioritizing work assignments and ensure timely completion;
Ability to supervise and coordinate the activities of the Information Technology - GIS staff, including training, scheduling, hiring decisions, written performance evaluations and possible disciplinary actions;
Ability to effectively observe, review and check the work of staff members to ensure conformance to standards;
Ability to present data in narrative and graphical formats as required;
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations on GIS and related systems;
Ability to integrate GPS data into GIS;
Ability to train others in the use of computer operations as related to GIS and GIS software applications;
Ability to install new GIS, hardware and software;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on computer operations and GIS software applications;
Ability to implement new GIS software to fit the specific needs of the City of Cedar Rapids and its GIS users;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Bachelor's Degree in Computer Science, Geography or a closely related field; supplemented by additional training in the development, operation and maintenance of GIS systems; and
Considerable experience in the development, operation and maintenance of GIS systems, preferably with a City government; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Drivers License.
May be required to obtain Iowa NCIC certification based on work assignment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to prepare detailed printing materials, and to read a wide variety of materials;
Sufficient manual dexterity, which permits the employee to operate a computer keyboard and other computer related equipment;
Sufficient personal mobility, which permits the employee to work in the general office environment and visit other work sites in the City.