

City of Roswell, Georgia

JOB DESCRIPTION

www.roswellgov.com/jobs

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GIS Manager

Department: Administration

Pay Grade: 514

FLSA Status: Exempt

Job Code: C721

JOB SUMMARY

The GIS Manager is responsible for the strategic direction, development, implementation, and maintenance of the Geographic Information Systems (GIS) across city departments. This role ensures the effective use of GIS technology to support planning, infrastructure management, public safety, utilities, and other municipal functions. The GIS Manager leads a team of GIS professionals, coordinates with various departments, and ensures that spatial data is accurate, current, and accessible. The position supports the needs of all departments, and reports to the Director of Information Technology.

ESSENTIAL JOB FUNCTIONS

- Provides input/evaluation of potential solutions for data management and visualization, which includes vendor/consultant presentations/demonstrations and researching/identifying solutions suitable for the City's needs.
- Supervises, directs, and evaluates GIS staff, process employee concerns and problems, direct work, counsel/discipline as necessary and complete employee performance appraisals.
- Coordinates projects and daily work activities for assigned staff.
- Organizes, prioritizes, and assigns work, monitors status of work in progress and inspects completed work.
- Consults with assigned staff, assisting with complex/problem situations, and provides technical expertise.
- Oversees and coordinates all GIS operations and activities, assisting GIS staff as necessary, which includes the design and development of spatial databases, and online and hardcopy cartographic products.
- Supervises maintenance of GIS databases and oversee/perform sophisticated analytical analysis.

- Coordinates GIS application deployment, and three-dimensional modeling.
- Develops recommendations for GIS Division budget; monitor expenditures to ensure compliance with approved budget, and supports/assists budgetary recommendations for other departments in relation to GIS computers and equipment.
- Develop and manage the city-wide GIS program including data development, application deployment, and system integration
- Develop and enforce GIS policies, procedures, and best practices
- Ensure data accuracy, integrity, security, and compliance with local, state, and federal standards.
- Collaborate with city departments (e.g., Planning, Public Works, Utilities, Emergency Services) to identify GIS needs and deliver appropriate solutions.
- Oversee the integration of GIS with other municipal information systems (e.g., asset management, permitting systems).
- Prepare reports, maps, dashboards, and presentations for city leadership and the public.
- Lead training sessions and provide technical support to staff using GIS applications.
- Stay current with GIS technology trends and recommend upgrades or new tools.
- Manage GIS project budgets and grant applications where applicable.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a bachelor's degree in computer science, Geography/GIS, or a closely related field, Master's preferred; 5 year(s) of increased supervisory responsibility, experience in the operation, administration, implementation, and integration of databases and/or geographic information systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain certification as a Geographic Information Systems Professional (GISP)
- Certification in specific applications or platforms in use is preferred.

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of GIS software tools and applications including ESRI software suite (ArcGIS Pro, ArcGIS Online, ArcGIS Enterprise)..
- Ability to operate and administer GIS applications, databases, and digital mapping and graphics software.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Experience with public records and open data policies.
- Experience with spatial databases (e.g., SQL Server, PostgreSQL/PostGIS).
- Familiarity with scripting languages (e.g., Python, SQL, ModelBuilder).
- Understanding of GPS, remote sensing, and spatial analysis

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.