



<b>Job Title</b>	GIS Supervisor	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	SUP	<b>Probationary Period</b>	12 Months
<b>Zone</b>	6	<b>Job Code</b>	12775

**Class Specification – GIS Supervisor**

<b>Summary Statement:</b>	
<p>The purpose of this position is to supervise the business unit’s Geographic Information System (GIS) activities. This involves the implementation of the business unit’s goals, objectives, policies and procedures; represent the business unit in GIS related matters; meet with users, review and prioritize requests; prepare documentation and assign tasks; make recommendations regarding the design of the business unit’s GIS databases and propose strategies and procedures for third-party integrations; evaluate and supervise the development and configuration of the business unit’s GIS application needs as a project manager and identifies risks; implement City IT GIS policies and procedures. Create staff performance goals that align with strategic direction. Prepare and track annual program budget with contracted service submittals. Design and deliver presentations, workshops, and training regarding programs to internal and external interests.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Assign resources for the maintenance and development of GIS datasets and applications that meet the needs of the business unit; leverage the ESRI product suite; manage the queue of requests and incidents, assign work to team members; supervise, coordinate, plan, prioritize, and organize business unit’s GIS activities, including projects, requests, incidents, changes, and maintenance; meet with users, review requests, and prepare documentation such as contract change order requests and annual budget.
25%	Design GIS databases and data models and develop strategies and procedures for integrating GIS with existing databases while aligning with City IT requirements; recommend, troubleshoot, and support GIS software, business unit databases, and tables; identify, design, and develop GIS applications that meet the business unit’s needs; and identify and act upon opportunities for continuous improvement.



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15%	Stay current with developments in new technologies; evaluate solutions that may improve the business unit’s processes. Implement City IT GIS best practices, policies and procedures while implementing the business unit’s technology strategy. Design and deliver presentations, workshops, and training regarding programs to internal and external interests.
10%	Develop, direct, coach, mentor, and reinforce team members in line with the mission, vision, values, goals, and performance standards of the business unit; foster an environment of collaboration; provide technical assistance and expertise to the business unit’s GIS team; and identify business unit’s GIS data needs and oversee the creation and acquisition of GIS data sets. Prepare and track annual program budget with contracted services.

<b>Competencies Required:</b>	
Human Collaboration Skills:	Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

<b>Technical Skills Required:</b>	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in information Technology, Computer Science, GIS, or related field.

Experience: Five years of full-time responsible experience in GIS including two years of supervisory/lead experience.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



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**Physical Demands:**

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, asset management software, GIS software, and GPS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: December 2015