



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>GIS Manager</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Director, Information Technology</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>08/2023</u>
<b>DEPARTMENT:</b> <u>GIS Department</u>	<b>JOB CODE:</b> <u>206</u>	

**SUMMARY:**

With general supervision, manages the operations and staff; analyzes and prepares budgets; develops and implements workflow strategies; documents work procedures; and maintains GIS equipment.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Supervises GIS projects; supervises and evaluates assigned staff.

Develops conversion strategies of parcel maps; converts parcel maps; coordinates fiber optics network between Shared GIS Consortium of Boone County, Missouri (Consortium) members; designs and maintains GIS system, workstations, and networks.

Coordinates Consortium organization and its relation to County departments; acts as liaison between all GIS Committees and Consortium members; coordinates funding plans between all Consortium members; coordinates budget for County GIS department.

Supervises quality control program and organizes maintenance of all GIS data; writes programming code to automate repetitive tasks; coordinates training on use of GIS system.

Write programming code to enable end user analysis of GIS data and to automate repetitive tasks.

Assists IT Department with hardware, software, and database issues.

Supports and assists the department director in preparation and justification of departmental budget based on staffing, resource requirements, departmental plans, goals, and objectives.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of the principles and practices of computer science.
2. Considerable knowledge of systems design, programming, operations, and network management.
3. Considerable knowledge of Boone County policies and procedures.
4. Skill in planning, organizing, budgeting and managing projects and staff.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in hiring, training, managing and evaluating staff.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone. Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Geography, Engineering, Computer Science, or a related field; five years computer systems; and one year of management experience; or the equivalent combination of education and experience. Applicant must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*