



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>GIS Program Manager</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Director, Information Technology</u>	FLSA: <u>Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>GIS Department</u>	JOB CODE: 206	

DEFINITIONS:

With general supervision, manages the operations and staff; analyzes and prepares budgets; develops and implements workflow strategies; programs work procedures, and maintains GIS computer 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.)*

Develops conversion strategies of parcel maps; converts parcel maps; coordinates fiber optics network between 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.

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.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Geography, Engineering, Computer Science or a related field and five years computer systems and one year management experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)