

SHAWNEE COUNTY, KANSAS
Position Description
GIS Manager

POSITION NUMBER: AP1021A

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position manages the Shawnee County Enterprise Geographic Information System. Maintains administration duties and manages all aspects of GIS and related applications as necessary. Supervises GIS employees. Develops and maintains positive relationships with all county departments and outside organizations. Develops, implements, and manages plans for GIS departmental projects. Assist with operations management system. Performs other duties as required. This position is supervised by the County Appraiser.

WORK PERFORMED

- 25% Management.** Coordinates activities with other departments concerning GIS data needs and availability. Manages issues concerning Enterprise data and support. Assesses GIS needs of county departments; and create plans for data sharing and increased efficiency. Manages the administration of Enterprise Databases and network securities concerning data. Manages multiple servers and SQL databases. Manages web mapping applications and components. Manages parcel maintenance workflows and any issues deriving from the maintenance of parcel data. Attends meetings and sits on committees related to GIS and countywide coordination. Creates RFPs and Manages contracts as required.
- 15% Supervision.** Supervises employees with respect to accountability for performance and behavior including approval of absences to conform with personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel-related functions. Plans, schedules, trains and inspects the work of staff. Administers payroll programs as necessary.
- 15% Development.** Develops, implements, and maintains standards for GIS SDE databases. Develops new GIS applications and processes for scripting workflows. Develops internet applications for web mapping and other tasks. Assists with development on other projects where needed.
- 15% Troubleshooting.** Troubleshoots software programs and finds resolution to user problems.
- 15% Training.** Trains other department personnel who utilize GIS.
- 10% Specialized Cartography/GIS Analysis.** Completes specialized requests and detailed analysis for decision making processes in the county, local agencies, and public.

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5% Systems Maintenance. Installs and maintains GIS software and Service Packs.
KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Database design standards and database management system for SDE
- Computerized GIS hardware including personal computers, plotters and printers and Esri Software.
- Computer programming, Python Scripting.
- Web application development platforms including Javascript, HTML5
- Cartographic methods and practices.
- GIS programs including current ArcGIS versions, ArcGIS Enterprise, SQL Server
- Microsoft Suite of products including Access, Excel, Word, Visio, PowerPoint
- Experience managing GIS applications.
- Database and Geodatabase editing.
- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- IT Networking, Server Technology, and Enterprise Database systems (SQL, Oracle, etc.).
- Cadastral mapping practices, coordinate geometry, legal document recordation processes and reading legal descriptions.
- Interagency GIS Coordination with regard to NG911, parcel data, aerial photography, etc.

Ability to:

- Be a liaison between county and city of Topeka departments on behalf of promoting and supporting GIS.
- Plan, assign, schedule and direct the work of others.
- Communicate effectively, both orally and in writing, using the English language.
- Possess excellent communication skills, be flexible and multitask.
- Work under deadline constraints.
- Establish and maintain effective working relationships with department heads, supervisors, County employees, outside vendors, outside governmental and private entities, and the general public.
- Communicate with technical staff about GIS and how it might be utilized to address specified functional support needs.
- Write clear and concise reports and GIS training manuals.
- Aid departments in setting up and managing projects.
- Direct and coordinate the activities of GIS within and outside the county.
- Follow prescribed laws, policies, rules and procedures regarding tax appraisal mapping.
- Analyze and troubleshoot complex data, software, hardware and repair those issues once identified in the most efficient means.
- Quickly gain proficiency in the use of new computer hardware and software tools.
- Consult with users to determine needs.
- Establishes work standards.
- Interact with technical consultants and vendors where appropriate.
- Perform the duties of the ArcGIS Server/SDE Administrator
- Design databases and coordinates database development applying knowledge of database design standards and database management systems.
- Design web server services and applications.
- Read and understand legal descriptions.

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Skill in:

- Providing leadership and direction to employees.
- Coordination and communication.
- Problem solving.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching		X			Sitting				X	Driving				X
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting	X				Around Moving Machinery	X			
ARMS					Carrying	X				Driving Automotive Equipment				X
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions				X
Carrying	X				Turning	X				Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking	X				Slippery Surfaces	X			
Near Vision				X	Standing	X				Work Above Ground	X			
Far Vision	X				Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying	X				Irregular Surfaces		X		
VOICE					Climbing	X				Moving Objects		X		
Talking			X		Jumping	X				In High Volume Traffic		X		
EARS					Turning	X				Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting	X						X		

EQUIPMENT USED

Personal Computer Telephone Tablet Plotter
Printer Photocopier Office Furniture

MINIMUM QUALIFICATIONS

A Bachelor’s Degree from an accredited four (4) year college or university, preferably with major course work in GIS, computer-related degree program, Geography, Cartography, or closely related field. Comparable experience in the field with advanced training or certification may be substituted for the required Degree on a year-for-year basis. Advanced education preferred.

Two (2) to Four (4) years’ experience as a GIS Analyst, GIS Specialist, GIS Manager, or equivalent position in addition to a Bachelor’s Degree or year-for-year requirement.

Valid Driver’s License with ability to drive under County resolution.

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PREFERRED QUALIFICATIONS

Geographical Information Systems Professional Certification (GISP) preferred.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

Valid Driver's License and eligible to operate a county-owned vehicle (HR-2013-2).

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/05
Revision History: 08/24