



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

Class Specification – GIS Supervisor

Summary Statement:	
<p>The purpose of this position is to lead the day- to-day operations of the Geographic Information Systems (GIS) team and be responsible for fulfilling the City’s long term strategy in the use of spatial data in support of City departments; to support highly complex and difficult work related to the City's Geographic Information Systems (GIS) program within the City and with outside agencies; to serve as project lead on assigned GIS programs; to ensure adherence to work standards and quality; and to build strong relationships with department managers and key stakeholders, drive innovation, and enhance the business value of GIS.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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%	Partners with the IT Applications Manager to provide technology strategy and direction for the City; plans and manages GIS product and service deployment; leverages the Esri product suite and other software platforms for developing GIS applications in most effectively meeting the GIS strategy, roadmap, and business needs of departments; represents the organization in inter-agency coordination activities; communicates and provides assistance to departments; identifies and implements best practices for optimizing GIS services; and stays current with developments in new technologies and platforms.
25%	Plan, implement, direct, and monitor the integration of new technologies into the infrastructure; manage the queue of requests and incidents, assign work to team members, and ensure SLAs (Service-Level Agreements) are met; supervise, coordinate, plan, and organize programs and activities, including projects, requests, incidents, changes, and maintenance; develop, direct, coordinate, and supervise the implementation of goals, objectives, policies, procedures, standards, and work programs; and meet with users, review requests, and prepare documentation.
15%	Design GIS databases and data models and develop strategies and procedures for integrating GIS with existing databases; recommend, install, troubleshoot, and support GIS software, databases, and tables; identify, design, and develop GIS applications; and identify and act upon opportunities for continuous improvement.



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10%	Develop, direct, coach, mentor, and reinforce team members in line with the mission, vision, values, goals, and performance standards of IT and the GIS team; foster an environment of collaboration across departments and with the GIS team; provide technical assistance and expertise to the GIS team; and identify GIS data needs and oversee the creation and acquisition of GIS data sets.
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Competencies Required:

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: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
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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 and two years of supervisory experience.



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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.

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

Environmental Conditions	Frequency
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.



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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