

Uintah County

Job Description



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|--------------------|---------------------|------------------------|-------|
| Title: | GIS Department Head | Code: | 130 |
| Division: | Administration | Effective Date: | 11/08 |
| Department: | GIS | Last Revised: | 11/08 |
| FLSA Cat: | Exempt | Pay Grade: | 38 |

GENERAL PURPOSE

Performs a variety of **professional, administrative and managerial** duties related to the development and creation of digitized maps through a geographic information system (GIS).
 Performs a variety of **advanced, complex technical and general administrative duties** related to using ArcINFO, ArcGIS or related ESRI computer program application(s).

SUPERVISION RECEIVED

Works under the general direction of the County Commission.

SUPERVISION EXERCISED

Provides general supervision to GIS personnel.

ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the department; determines work priorities; develops guidelines and deadlines; initiates studies in GIS issues; monitors project activities and progress to assure implementation of comprehensive plans;

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.

Provides technical insight and recommendations related to determining GIS/GPS policies, goals and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish elected projects and programs.

Develops departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in county-wide fiscal planning processes.

Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Coordinates research and program options with other county departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting the GIS department and related departmental areas; coordinates projects with other departments or governmental agencies.

Meets with public, developers, entrepreneurs, and contractors; interprets information in county ordinances pertaining to department responsibilities.

Manages county SDE enterprise; coordinates and participates in the development and maintenance of GIS databases, posting changes, verifying and reconciling various Geodatabase versions, etc.; recommends procedures to enable access privileges; oversees activity and process for updating county-wide spatial data.

Assists to oversee and participates in the maintenance of various data/GIS layers within the system; ensures accuracy of the system by verifying changes; utilizes ArcGIS to effectively update the system; ensures linked elements of the database retain proper integrity and accuracy.

Performs ongoing and daily problem-solving; researches command chains within the GIS system; makes changes in command sequences as needed to remedy problems and maintain the system.

Participates in project management; receives project assignments from County Recorder as requested by various county departments; evaluates project timelines and assists to establish operational tasks; analyzes various tasks to determine opportunity to automate or combine steps and processes; utilizes custom software, "Automation Builder" to streamline and simplify database management and changes.

Produces custom maps upon request from the public and county officials; utilizes various mapping and cartography skills to finalize computerized cartographic hard copy maps; writes system commands to isolate various criteria and demographics to be included in map content; creates various layers of maps illustrating targeted areas of interest.

Engages in various project processes involving metadata, spatial analysis, GPS information gathering, data conversions, Geoprocessing, Geocoding, and various aspects of programming requiring use of VB, VBA, AML, Managing ArcIMS, Managing ArcServer, etc.

Utilizes ArcGIS, AutoCad and related GIS software along with digitizing table, plotter and GPS equipment to create various computerized maps; conducts field exercises utilizing GPS equipment to pinpoint coordinates and measurements for various county parcels, roads, structures, vegetation, etc.; may perform general field survey duties as needed.

Researches records of plats and property descriptions to determine property location, boundaries and size; digitizes appropriate changes or additions to existing maps; coordinates with Records office to resolve issues related to property descriptions.

Performs GIS system and file backup dealing with county/city systems such as water, sewer, storm drains, streets, unpaved county roads, electrical, weed/mosquito infestations, etc.; maps and plots locations of lines, valves, manholes, lift stations, etc. as installed.

Reproduces maps, surveys, engineering drawings, graphics and data base reports from GIS system and related software; operates computer and digitizer board as needed; operates computer to analyze, compose and converting mapping data.

Assembles data form GPS, local surveys, utilities, state and federal agencies and other entities for mapping and analysis.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in geography, cartography, computer science or related field;
 - AND
 - B. Five (5) years of related experience; two (2) years of which must have been in a lead or supervisory capacity;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of state cartography certification requirements; ESRI related programs, technical tools and equipment; complex math and computer aided engineering; technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; legal documents and terminology; computerized mapping software and methods (AUTOCAD, ARCVIEW, ARC/INFO, Windows, etc.); various geographic databases, including State of Utah, USGS digital line graphics, surveying practices including GPS point retrieval, State Plane Coordinate Systems, GLO map interpretation and Area Reference Plan (ARP) interpretation; quality assurance and control methods; county geography; legal documents and terminology; functions of the office of County Recorder. Working knowledge of inter-relationships of various federal, state and local agencies which impact upon mapping activities of the county. **Considerable knowledge of** principles and practices of supervision and employee motivation.

Skill in the use of various software applications including, ESRI applications, Arcview GIS, ArcInfo, ArcTools, Building Geodatabases, etc.; motorized vehicles and operation of GPS equipment.

Ability to administer a large work program; analyze a variety of financial problems and make recommendations; analyze complex GIS/GPS problems and make recommendations; operate personal computer (Windows, MS Word, Excel, etc.) in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be certified by State of Utah in Cadastral Mapping.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)