

JOB TITLE: GIS Systems Manager I

DEPARTMENT: Planning

EXEMPT STATUS: Exempt

REPORTS TO: Director

SAFETY SENSITIVE: Yes

PAY GRADE: J

DATE APPROVED: 05/2019

MJD

POSITION AUTHORITY: Non-supervisory (may supervise GIS intern)

**Job Summary:**

Employees in the class are under the general direction of the Planning Director. The position is responsible for developing, maintaining and implementing Geographic Information System (GIS) standards, processes, and training for the department. The manager also assists the Planning Director and other departments as assigned, by creating maps and reports.

Examples of work performed: coordinates citywide GIS software updates; coordinates definition of GIS system processes and procedures across all Departments; configures GIS database for City wide access; sets up/maintains mobile and web access to GIS mapping and database and develops/maintains services for mobile/web applications; coordinates citywide GIS training; administers City wide GIS licensing; coordinates database replication and software updates with County offices; researches and implements processes to link external data to GIS information in building permit, customer billing, public safety, and other databases; creates various maps and reports from GIS for Planning, and other departments. Performs related worked as assigned.

**Required Knowledge and Abilities:**

- In-depth knowledge of Geographic Information Systems.
- In-depth knowledge of ArcGIS Advanced, Basic, Server and Pro
- Broad knowledge of application of GIS to the work of all City departments
- Basic knowledge of principles of land development and land use planning
- Ability to apply GIS hardware and software to automated mapping and spatial information processing needs with experience in ArcGIS Model Builder or Python Scripting
- Ability to evaluate situations and make decisions.
- Ability to communicate effectively both orally and in writing
- Ability to work in the field to gather data
- Ability to input data into a computer for extended periods of time
- Ability to establish and maintain an effective working relationship with the public and other employees.

**Qualifications:**

The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of an Bachelor's degree in GIS, cartography, computer science, information systems or closely related field, plus four to six years of progressively responsible experience in GIS administration and development in local government, or an equivalent combination of technical training, skill and experience. Valid Tennessee driver's license required. GISP Preferred; possession of an FAA Remote Pilot License or the ability to obtain one within the first 6 months of employment is required.

**Essential Functions:**

Work requires incumbent to occasionally stand or walk and regularly sit and use hands to finger, handle, or feel. Frequently must talk and hear. Occasionally lifts up to 25 pounds. Occasionally exposed to outdoor weather conditions. Work environment is typically moderately noisy (business office, light traffic).