

**PLEASE POST FOR ALL APPLICANTS TO READ  
Macon Bibb County Government**

**POST DATES: 03/17/2016 to 03/28/2016 EEOC CODE: CLASS CODE:**

**CLASSIFICATION TITLE: GIS Manager**

**JOB CLASS (GRADE):**

**SALARY: \$54,579.20**

**LOCATION: IT**

**WORK HOURS: 8:30 AM – 5:30 PM**

**DEPT. HEAD: Brett Lavender**

**WORK WEEK: Mon. – Fri.**

**(X) REPLACEMENT () NEW REQUIREMENT**

**JOB SUMMARY:**

This GIS Manager is responsible for the management of the Macon-Bibb County GIS and associated GIS staff.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Manages, coordinates, organizes, directs, and participates in the development, maintenance, and utilization of GIS by analyzing the feasibility of GIS application requests.
2. Creates and integrates new database sources and possible resulting layers into the GIS; ensuring ongoing and appropriate development of the base maps and associated layers; designs, develops, documents, implements, and tests end-user applications; and assists other staff in the utilization of the GIS through exploring GIS business opportunities, training, and encouraging the development of GIS interfaces and tools.
3. Establishes productive relationships within Macon-Bibb County, government agencies, and regional entities through exploration and collaboration convening GIS projects; coordination and sharing of data and data collection, and in the production of all maps and related geographical data for various departments; act as project manager for GIS projects when appropriate; and, consult with departments and designated staff from sister agencies and regional entities to facilitate enhanced GIS capabilities and deliverables.
4. Protects the integrity of the GIS data and applications by developing, implementing, coordinating, and maintaining internal technical standards and controls for GIS resources and maintaining and upgrading GIS software, data, and toolsets; ensuring that data quality standards are consistently enforced; assist in guiding policies and procedures relating GIS system maintenance, operations, and services; and assist in defining and providing GIS information needs to the public.
5. Conducts research in an effort to continually enhance technical growth individually, within the department, and within the organization where applicable; and act as a mentor concerning professionalism and technical skill sets with the Department of IT, Macon-Bibb County, and external to Macon-Bibb County.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The GIS Manager must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of spatial data, raster and vector data, and GIS/GPS foundational concepts.
- Knowledge of GIS database architecture and organizing layer-based information.
- Knowledge of local government organization and administration.
- Knowledge of methods and techniques of research, statistical analysis and report preparation
- Skill in building professional relationships.
- Skill in presenting GIS information oriented toward a specific goal or the decision-making process at hand.
- Skill concerning professionalism and courteousness.
- Skill in effective time management.
- Skill using ESRI software.
- Skill using SQL Server software.
- Skill in leadership.
- Ability to manage staff and projects.
- Ability to focus on achieving goals, including those involving external departments, agencies, and the public.
- Ability to communicate both orally and in writing.
- Ability to multi-task in a high activity/energy professional environment that includes multiple and concurrent projects and project deadlines, and occasional interruptions and walk-in appointments.
- Ability to resolve problems in a timely, efficient, and effective manner.
- Ability to plan, coordinate, and organize work; set priorities and meet critical deadlines.

**MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The GIS Manager should possess, at minimum, A Bachelor's degree in Computer Science, Geography, or a related field with (4) years of progressive GIS and management experience; or an Associate's degree in similar course work in conjunction with GIS-related credentials and (6) years of progressive GIS and management experience.; or an equivalent combination of relevant education and experience deemed appropriate by the Director to provide sufficient knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid Georgia Motor Vehicle Operator's License.
- Certified Geographic Information Systems Professional (GISP) preferred

**SUPERVISORY CONTROL AND RESPONSIBILITIES:**

None.

**TRAVEL:**

The GIS Manager is required to travel infrequently.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB  
FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public.

**REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

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