

Champaign County Job Description

Job Title: Geographic Information System (GIS) Director

Department: GIS Consortium

Reports to: County Administrator

FLSA Status: Exempt

Grade/Range: M*

Prepared Date: March, 2013

SUMMARY Responsible for planning, integration and implementation of GIS technologies for the Champaign County GIS Consortium (CCGISC). This includes GIS client needs assessment, database design, implementation and management, data development, GIS application development, and GIS standards coordination.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Provides a leadership role in the implementation of information management and spatially related technologies. Advises the CCGISC Policy Committee on countywide GIS policies, standards and procedures.

Facilitates meetings and public hearings to establish and ensure coordination among member organizations and staff to build consensus for project priorities.

Researches and makes recommendations for consortium policy directions, standards development, activities, and operations.

Develops and administers budget for GIS. Responsible for management of outside contracts.

Manages CCGISC projects, including data and technology acquisition and maintenance. Recommends appropriate changes to GIS software, CAD software, hardware, network and database organizations in order to maximize efficiencies for better service to Consortium members.

SUPERVISORY RESPONSIBILITIES Supervises GIS staff of 5 employees. Responsible for overall direction, coordination, and evaluation of the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE Master's degree preferred in a certified program or closely related field with more than five years' hands-on experience with GIS at a technical or management level.

LANGUAGE SKILLS Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, public officials, and the general public.

TECHNICAL SKILLS Above average knowledge of GIS systems, data base management systems, network communications and internet technologies. Demonstrated aptitude for learning new technologies.

REASONING ABILITY Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to distinguish between colors.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.