



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 443.8

Job Title: **GIS SUPERVISOR**

Pay Grade: 26

GENERAL SUMMARY:

Oversees Geographic Information System (GIS) staff or a project team and/or various GIS programs.

RESPONSIBILITIES:

- Provides supervision and coordination of GIS personnel and/or significant GIS programs and projects.
- Establishes GIS project goals. May develop and evaluate performance of GIS personnel.
- Consults with GIS users and prospective users to develop understanding of GIS and identify applications.
- Develops complex applications and screen menus to support GIS users. Writes code and documents programs. May use Microsoft.NET, Adobe Flex, Python, Visual Basic, C# Silverlight or other relevant programming technologies as they evolve.
- Designs and implements user-oriented databases, application programs and documentation.
- Researches, develops, implements and maintains data layers. Develops user-oriented programs to create and maintain data layers.
- Consults with users and other Geographic Information Systems to facilitate data sharing and resolve data acquisition issues.
- Supervises user-oriented information tools such as the information desk, newsletter and user group.
- Makes GIS presentations to users, prospective users and the public.
- Monitors software licenses and computer maintenance contracts. Develops contracts and serves on evaluation committees.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

EXPERIENCE:

Four years of professional experience working with a comprehensive geographic information system are required.

Substitution: Professional experience working with a comprehensive geographic information system may be substituted for the degree requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor" or as a project supervisor. May recommend personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- GIS Operator
- GIS Technician
- Senior GIS Technician
- GIS Analyst
- Senior GIS Analyst
- GIS Supervisor
- GIS Manager