



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 443.9

Job Title: **GIS MANAGER**

Pay Grade: 29

GENERAL SUMMARY:

Manages the activities of a Geographic Information System (GIS) center. Administers the facilitation of a comprehensive GIS, including database administration, systems analysis, software and hardware evaluation and compliance to standards.

RESPONSIBILITIES:

- Manages, establishes goals and evaluates the work of a GIS center. Ensures compliance with laws, codes, ordinances and policies.
- Administers database updates, design, maintenance and documentation. Insures database and data entry standards are met and monitors database security and integrity.
- Administers the programming function for a GIS center. Evaluates and approves new projects, software and equipment. Ensures standards and integrity are maintained.
- Evaluates capability, functionality and usage of GIS and reports. Evaluates hardware and software products. Advises senior management on changing system requirements.
- Prepares, monitors and ensures compliance with budget. Consults with users and other geographic information systems to facilitate data sharing and resolve data acquisition issues.
- Guides, trains and provides support to GIS users and staff.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

Six years of professional experience working with a comprehensive geographic information system, with two of the years in a professional supervisory capacity, 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.

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.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. 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 Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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 involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

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 Consultant
- GIS Manager