

CLASSIFICATION ADDENDUM

Job Title: GIS Manager

Classification Specification: Manager/Program Manager

Barg Unit: Non

Pay Grade: D62

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The GIS Manager performs duties managing the GIS division and supervising staff; coordinates, develops and refines the dissemination, access and analysis of spatial and non-spatial data; manages the GIS division operating budget; reviews and approves initial work plans, changes in scope, deliverables, allocation of funds and resources; provides technical advice for policy development to ensure compliance with regulations; recommends and establishes best practices for data access and analysis; forecasts ongoing GIS database and application requirements; represents City interests in the management of regional data sets and shared applications; coordinates the management of spatial and non-spatial technologies across City departments as they pertain to facilities management; oversees the implementation of appropriate security measures, may act in absence of the Director; provides periodic reports to City managers, executives, elected officials and other stakeholder. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of geographic information systems, planning, geography, geomatics, computer science, or related field, with progressively responsible geographic information systems experience in a governmental or regional environment, including management experience.

Licensing and/or Certification Requirements:

- Valid Oregon driver's license at time of appointment

Knowledge:

- Working knowledge of Information Technology Infrastructure Library (ITIL) framework;
- Technical, analytical and database administration across spatial and non-spatial technologies;
- Working knowledge of business practices, software, application tools, and data that support program functions such as facilities management, asset analysis, and computer aided design and drafting across Community Development, Planning, Public Works, Public Safety, Code Enforcement and other location dependent business processes;
- Working knowledge of public sector outcomes based budgeting, procurement and contracting policies, and related financial procedures and regulations;

Qualifications Addendum

Skills: *(Demonstrated skill in performing the following)*

- Ability to implement and manage the outputs from the ITIL framework such as: the Service Portfolio, Service Level Agreements, the catalog of Configured Assets and etc.;
- Translating the ITIL service processes into operational policies and procedures and to communicate those policies and procedures with department staff and customers;
- Understanding logical database designs in both graphical and relational database environments;
- Translating business needs into physical application and database implementations;
- Ability to manage concurrent implementation projects with both internal and external service providers from initial project concept through services acquisition, solution deployment and operational administration;

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in the job task analysis.

Addendum History

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