

JASPER COUNTY
JOB DESCRIPTION

January 12, 2010

JOB TITLE:	GIS Director	
JOB STATUS:	Full-time	
CATEGORY:	Exempt	
BENEFITS QUALIFIED:	Yes	
	Vacation	Sick Days
	Insurance (offered)	IPERS
	Holiday Pay	
REPORTING SUCCESSION:	Board or Supervisors	
SALARY:		

JOB SUMMARY: Direct the overall operations and staff of the County's G.I.S. (Geographic Information System) including the use and implementation of geospatial technologies throughout the County and represent Jasper County to other jurisdictions regarding GIS and its uses community-wide.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate all GIS functions, activities, data sharing and use throughout the County, specifically with municipalities within the County, surrounding counties, and the State.
2. Represent the County to other jurisdictions regarding GIS, and its uses communitywide, including writing articles, presentations, posters and other promotional pieces.
3. Establish and maintain databases for the GIS.
4. Review all data for accuracy and quality control; create, update and maintain information in a GIS format.
5. Establish, educate, and coordinate the use of database standards for countywide datasets, including cadastral and addressing datasets.
6. Design and develop server data structure related to GIS. Perform database administrative duties.
7. Integrate legacy database into GIS to create additional value.
8. Meet, consult and advise the County personnel, departments, local agencies and other organizations for the purpose of discussing all GIS data issues, projects and operations.
9. Coordinates contracted projects to ensure timely completion of projects.
10. Monitor to ensure any website information is accurate, up-to-date and functional.

11. Responsible for contract compliance for contracts involving GIS.
12. Coordinate and supervise any assigned GIS staff and/or interns.
13. Determine budgetary requirements for GIS technology and long term planning related to GIS.
14. Maintain and review knowledge of current trends and development in the geographic information systems field for application to duties assigned. Provide training for staff in the use of GIS technology.
15. Assist with the identification, application and securing of grants, awards and programs to help grow and maintain the County's GIS.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employee will be required to perform other tasks / duties as required)

MINIMUM QUALIFICATIONS:

1. Knowledge of various computer platforms (Windows, Macintosh etc...).
2. Thorough knowledge of ESRI product lines, including ArcGIS, SDE and Geodatabases.
3. Thorough knowledge of the principles, practices and techniques of information technology as related to GIS functions and database management.
4. Proficient in GIS administration, systems integration and the application of all major industry standards in GIS application for the digitizing, storage, retrieval, manipulation and presentation of spatial and tabular data.
5. Ability to write reports, business correspondence, policies, procedure manuals, specifications and programs.
6. Ability to effectively present information and respond to questions, inquiries and complaints from managers, customers, regulatory agencies and the general public.
7. Ability to work with and apply mathematical concepts such as probability and statistical implications, fraction, percentages, ratios and proportions and fundamentals of plane and solid geometry and trigonometry to practical situations.
8. Ability to read, analyze and comprehend common technical journals.
9. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and contend with the abstract and concrete variables.
10. Ability to function independently as an expert in matters of specialized code, rules, policy, analysis and complex scientific or technical systems.

11. Ability to organize, schedule, coordinate and review the work of technicians, either directly assigned or data developers/maintainers in specific County offices.
12. Ability to manage material, analyze a wide range of information and develop appropriate administrative recommendations.
13. Ability to initiate teamwork approach to the job by coordinating with others and considering the entire organization's goals.

EDUCATION AND EXPERIENCE: (Preferred)

1. Bachelor's degree in GIS, Geography, Computer Science, or closely related field.
2. Five (5) years experience in GIS / Information Technology implementation and administration.
3. Three (3) years Local Government experience.

(A comparable amount of training, education or experience may be substituted for the above qualifications)

LICENSES, CERTIFICATION OR REGISTRATION:

1. Valid Iowa Driver's licenses and driving record acceptable to insurance provider.

EQUIPMENT AND TOOLS:

Equipment and tools utilized may include but are not limited to:

1. PC Computer (Basic knowledge of CAD, Microsoft Office, GIS Software, ESRI Products, ArcGIS and SDE) Telephone / Facsimile (fax) systems / Cellular Phone, Calculator, Copy Machine, Tape Measure, Digitized Drawing Board, GPS Locator, Plotter Printer
2. Responsible for ensuring proper use and care of tools in their possession during the work day; cleaning and maintaining assigned tools and equipment as specified by department work rules.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

WORK ENVIRONMENT:

Primarily works inside in an office environment in close proximity to others with limited outside duties.