



Los Angeles County Chief Executive Office

***Class Specification:* GEOGRAPHIC INFORMATION SYSTEMS MANAGER I**

ITEM NUMBER: 4417

APPROVAL DATE: 07/31/2012

DEFINITION:

Manages a section responsible for developing and maintaining geospatial data layers and databases and provides geographic information systems (GIS) products and services to meet departmental operational requirements and customer needs; serves as technical resource for departmental managers on the uses of GIS technologies for enhanced business efficiencies.

CLASSIFICATION STANDARDS:

Positions allocable to this first level management class are assigned either in a central or departmental GIS section, receive direction from a higher-level GIS, Information Technology or departmental business manager and are responsible for supervising and managing a section engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments or the informational needs of other customers. Work requires a thorough knowledge of the uses and operations of GIS technology and solutions and the ability to plan and organize work processes to meet customer and user needs. Assignments are made in terms of departmental business objectives, customer requirements and cost/budget parameters and completed work is evaluated in terms of fulfillment of those objectives and requirements.

Positions in this class differ from those in the higher level management class of GIS Manager II in that GIS Manager II's serve as the highest level GIS manager in a central or line department and are responsible for managing a division or large section engaged in providing timely, efficient and cost effective delivery of GIS applications, products, services and/or data to meet departmental/County programmatic and operational needs. Work of GIS Manager II's requires an expert knowledge of the uses and operations of GIS technology and solutions and the ability to develop plans and originate approaches to meet County and/or departmental needs. Assignments are made in terms of County and/or departmental business objectives, policies and cost/budget parameters. Completed work is evaluated in terms of fulfillment of division/section objectives to support departmental policy objectives and program goals.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES:

Performs spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.

Writes reports and prepares custom maps and other GIS products.

Plans, organizes, supervises, manages and evaluates the work of the assigned section; with staff, develops, implements and monitors work plans to achieve goals and objectives and to ensure adherence to standards.

Contributes to the development of the division/section budget and monitors expenditures against budget.

Participates in the development, implementation and evaluation of departmental goals and objectives.

Serves as a technical resource to departmental managers and provides highly professional advice to users on the design and uses of GIS technologies and products that will enhance efficiency and effectiveness of business processes.

Meets with users to establish specific requirements and priorities; develops billing cost estimates for customer product and service requests.

Supervises and manages development and maintenance of geospatial data layers and databases to meet high standards for completeness, accuracy and utility; supervises and participates in quality control checks of data conversion from non-GIS formats into GIS data; supervises and coordinates the production of standard maps and other products to meet on-going and ad-hoc business and customer information needs.

Creates and uses queries and scripts to identify, analyze and correct spatial and attribute data; oversees and coordinates the processing and loading of GIS data.

Reviews the work of staff to ensure requirements and standards have been met; reviews GIS products for accuracy, completeness and aesthetics and for compliance with customer requirements.

Coordinates the delivery of services and sharing of data with other departments and outside entities.

Leads and participates in the design and development of GIS applications and tools to automate processes and facilitate analyses and reporting; participates in and may serve as project manager in the design, development, modification, enhancement and upgrading of applications and databases to provide mapping and other GIS services.

Performs complex technical work associated with projects and on-going assignments; manages, maintains and administers GIS databases to ensure integrity, completeness, accuracy and accessibility.

Guides and mentors GIS professional and technical staff; develops procedural manuals

and technical guides; conducts technical training for GIS staff and other users.

May participate in the preparation and evaluation of proposals, bids, contracts and service agreements for GIS software, equipment and consulting services.

May serve on committees and advisory groups to foster cooperation and ensure consistent practices for storage and sharing of geospatial data.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option 1

Two years of experience performing GIS data analysis, database maintenance and/or GIS application development projects and assignments as a class Principal GIS Analyst.

Option 2

Three years of experience performing highly complex professional duties focused on large-scale GIS application and database projects and GIS map and product development assignments.

Option 3

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least five years of experience in the uses and operations of geographic information systems, including two years of experience performing GIS data analysis, database management and/or GIS application development projects and assignments. A Master's degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.