# GIS Supervisor

**Grade: C11**

**FLSA: Exempt**

**Date: 06/16**

**Job Summary:** The GIS Supervisor is responsible for creating and maintaining complex and robust GIS systems and data sets, GIS analysis, and the development of GIS mapping products for St. Mary’s County Government. Maintenance and improvement of the data sets requires significant research in assembling and reconciling a diverse array of documents and use of GPS, imagery and engineering/survey documents to more efficiently capture and utilize data. Clear communication and coordination with data owners is essential to ensure proper data modeling to support real world applications.

**Essential Functions:**

1. Works closely with end users to identify GIS requirements, technical issues and training needs; analyzes current business processes and recommends best practice solutions;
2. Performs complex GIS data maintenance, manipulation, analysis, extraction and generation assignments; performs data research, investigation and verification; creates and maintains data sets;
3. Prepares, plans, produces, maintains and updates a variety of maps, drawings, plans and other graphic representations displaying layers and attribute data from databases, using cartographic techniques to represent spatial data; develops and maintains data layers, using GIS tools;
4. Analyzes requests for a variety of new applications, programs and modifications to existing GIS programs; analyzes and documents user work processes and systems functionality requirements; analyzes current GIS system functions, procedures and capabilities to determine if improved methods are possible; develops and presents proposals for new approaches and options to meet user needs; participates on software selection and implementation teams, including software evaluation, requirements gathering, work flow analysis and system implementation, testing and training;
5. Assists with installation and upgrades of hardware and GIS software resources, software version upgrades, and patches.
6. Develops and maintains accurate documentation for system configurations, policies and procedures related to GIS, including manuals and training tools;
7. Coordinates with other County Departments to ensure effective integration and use of GIS;
8. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to supervise, train, and motivate staff;
3. Ability to effectively communicate with other staff and members of the public;
4. Knowledge of the principles, practices, programming techniques and applications of GIS technologies, software and equipment;
5. Must be proficient in ESRI GIS software tools; ESRI GIS database planning, design, and implementation; object-oriented programming; and SQL Server.
6. Effective data management and mapping skills;
7. Ability to use and maintain relevant computer hardware/software
8. Strong writing and communication skills;
9. Effective time management skills.

**Education and Experience:**

1. Bachelor’s degree;
2. Three to five years of related experience;
3. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Pass extensive background investigation with favorable results.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of up to 30 to 60 pounds.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms, residences, or commercial vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date