

	CITY OF KEY WEST JOB DESCRIPTION	Civil Service, Exempt Position	
		DATE OF REVISION	04/2015
POSITION	GIS Manager 50% - 401 3501 535 12-Sewer 50% - 403 3401 534 12-Solid Waste	MINIMUM ANNUAL RATE	\$65,077.83
DEPARTMENT	UTILITIES		
JOB CODE	44050	GRADE	34N

PHYSICAL LOCATION:

- City Hall and various locations throughout the City of Key West, FL

REPORTING RESPONSIBILITIES:

- Director of Community Development or designee.

GENERAL FUNCTIONS:

The GIS Manager plans for and implements all aspects of the City's Geographic Information Systems (GIS)-related projects including facilitating project teams, identifying resources and establishing project objectives, timelines and milestones and developing standards for GIS deployment and use. Excellent communications skills are essential.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with staff, co-workers, general public, businesses and outside agencies.
- Able to work minimum 40 hour week and additional hours as required.
- Able to efficiently use all equipment and/or materials as specified in job description.
- Able to see and hear well enough to perform duties specified in job description.
- Able to perform field work to inspect and verify customer information in outdoor conditions
- Obtain and maintain a valid Florida driver's license.

EQUIPMENT TO BE USED:

- Personal computer and related software, GIS software applications, calculator, fax machine, copy machine, general office equipment, other equipment as necessary for completing job responsibilities.

ENVIRONMENT:

- Both indoors and outdoors in all types of weather as projects dictate. Incumbents must be able to travel to various locations within and outside of the City of Key West to fulfill job responsibilities. When driving on City business, possession and maintenance of a valid Florida driver's license is required.

PHYSICAL REQUIREMENT:

- Sitting 30%
- Standing 10%
- Climbing 10%
- Bending 10%
- Reaching 05%
- Walking 30%
- Lifting 05%

DUTIES/TASKS/JOBS: (Duties may include, but are not limited to, the following:)

- Ensures the timely implementation of GIS-related projects.
- Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.
- Prepares GIS project plans and schedules to include coordinating resources, tasks, and work assignments.
- Manages GIS-related teams of City staff and vendors to ensure that GIS project objectives and time lines are met.
- Develops standards for GIS deployment and use within the City.
- Provides GIS-related technical guidance and assistance to project teams.
- Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS-related resources.
- Maintains expertise in GIS-related software and technologies.
- Provides the City's Public Safety systems with the most recent and accurate GIS data available.
- Ensure that Permitting, Planning, and Asset Management systems must have the latest GIS data.
- Ensure that City staff using GIS has training and technical support as needed.
- Interface with other departments or outside agencies regarding future GIS projects.
- Provide support to the City's Emergency Operations Center in terms of mapping and staffing.
- Work with minimal staff and budget to achieve the City's GIS goals.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS/QUALIFICATION AND ABILITIES:

- GIS mapping software products including ESRI ArcGIS, Intergraph Geomedia Professional, and Autodesk AutoCAD Map 3D. A successful candidate should be familiar with the data requirements and discrepancies of each system.
- System and data requirements for the CRW On-line Permitting software, and Maintenance Connection Asset Management Software.
- Practices and standards required for maintaining GIS Public Safety data. This includes GIS data for Records and Emergency Run Maps.
- Commercial database systems
- Imagery formats commonly used for municipal government applications. Ability to manipulate imagery as required.
- SQL and it's usage to create and modify data sources for the City's GIS.
- Understand emerging GIS technologies and their application to improve City services.
- Make sound decisions concerning GIS technologies as they apply to the City.
- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Prepare and present clear and well-organized written and oral reports to City Commission, City administration and other groups as required.
- Explain GIS-related technical issues and concepts to non-technical staff.
- Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.
- Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.
- Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.
- Plan, organize, supervise, review and evaluate the work of GIS project team staff in a manner that is conducive to independent judgment, and high performance and personal accountability.
- Assess the spatial needs of a City department and recommend solutions.
- Work with various skilled staff from other departments or outside agencies.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Write reports, business correspondence, and procedure manuals.

- Effectively present information and respond to questions from groups of managers, clients, outside agencies, and the general public.
- A Bachelor's degree in GIS, Geography, Earth Science, Engineering, Computer Science or a related field from an accredited college or university.
- A minimum of 3 years' experience as a GIS Manager, GIS Coordinator, or similar position with professional-level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration.
- A GISP Certificate is highly desirable

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I _____, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirement and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
VETERANS PREFERENCE EMPLOYER
AND A DRUG FREE WORKPLACE**

Apply at:

**City Hall - Office of Human Resources
3102 Flagler Ave., Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719**