

**GEOGRAPHIC INFORMATION SYSTEM/LAND INFORMATION SYSTEM MANAGER**

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**NATURE OF WORK IN THIS CLASS:**

This is complex administrative and professional work involved with the development, implementation and production of a Geographic Information System (GIS) and Land Information System (LIS).

Employees in the class administer, manage, coordinate and supervise activities engaged in GIS/LIS operations within a department/agency, and under the user community.

**ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)**

Establish and oversee the overall objectives of the agency's geographic and land information system and provides direct supervision to professional and technical staff.

Confer with management for additional processing requirements to meet current and future informational needs and to determine the hardware, software and operating systems capabilities necessary to meet these requirements.

Formulate work plans to meet the agency's automation objectives and defines staffing pattern requirements necessary to implement the work plans, special project areas and schedules.

Develop and modify long, short, and immediate range plans to address computerized informational needs among different agencies.

Develop and implement policies and procedures to guide the information management operations of the division.

Coordinate and conduct system policy development.

Confer with division heads methodologies and techniques necessary for project dispute resolution and for establishing project priorities.

Responsible for the planning, budgeting, coordination and evaluation of activities in conjunction with the agency's overall automation and operational requirements.

Coordinate with other department/agencies and non-government entities for GIS/LIS awareness, integration and data exchange requirements.

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Maintains records and prepares administrative reports and other requirements.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of geographic and land information system concepts, principles and practices.

Knowledge of mapping concepts and principles.

Knowledge of the principles of data base management systems.

Knowledge of principles and practices of socio-economic, environmental, and land use planning.

Knowledge of laws, rules, regulations, policies and procedures as it applies to department/agency mandates.

Ability to administer and supervise GIS/LIS program requirements.

Ability to prepare plans in conjunction with the department/agency automation requirements.

Ability to evaluate operational effectiveness and recommend or effect changes in policies and procedures to improve organizational efficiency.

Ability to translate planning requirements into GIS applications.

Ability to make decisions in accordance with program guidelines.

Ability to prepare, review and evaluate technical planning, GIS reports, proposals and recommend appropriate actions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

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### MINIMUM EXPERIENCE AND TRAINING:

- a. Two years experience in the management or supervision of geographic information system/land information systems and graduation from a recognized college or university with a Bachelor's degree in Computer Science, GIS, Social Science, Engineering, Geography, Urban Planning, or related field; or
- b. One year experience in the management or supervision of geographic information/land information systems and graduation from a recognized college or university with a Master's degree in Computer Science, GIS, Social Science, Engineering, Geography, Urban Planning, or related field; or
- c. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

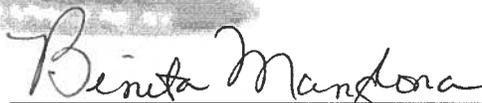
**ESTABLISHED:** November, 1993

**AMENDED:**

**PAYGRADE:** O

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	E 13	264
	<b>PROBLEM SOLVING:</b>	E 3 (33%)	87
	<b>ACCOUNTABILITY:</b>	E 1 C	<u>100</u>
	<b>TOTAL POINTS:</b>		<b>451</b>

**This standard revises and supersedes the standard established November 1993.**




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**BENITA A. MANGLONA, Director**  
**Department of Administration**