



CLASSIFICATION DESCRIPTION

TITLE: GIS LEAD

JOB CODE: 16 (Exempt)

GENERAL DESCRIPTION OF DUTIES

Independent professional, analytical and technical position responsible for implementing and managing the City's Geographical Information Systems and Data. Responsibilities include leading a team of GIS Specialists, produce spatial and non-spatial data/information relevant to particular studies or analysis that provide technical assistance in the activities of demographics, zoning and planning. Position reports to the Director of Information Technology.

Employees in this classification function at a professional level, and are responsible for analyzing technical software applications and promoting optimal performance in systems development through use of state-of-the-art information technology. Provides continuous monitoring of work processes to ensure quality assurance/control and improvements to current processes and procedures where applicable.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Administration of the organization-wide GIS environment.
- Performs GIS needs assessment analysis, identifies GIS needs, and prioritizes these needs in accordance with the City's core beliefs and long term goals.
- Executes GIS customer outreach initiatives, to city personnel as well as our citizens.
- Provides project implementation and management, from conception to completion of each GIS initiative.
- Develop GIS end-user delivery solutions, including workstation-based, web-based, mobile applications, etc.
- Manager of a team of skilled GIS Specialists and provides direction to the GIS division.
- Recommend and provide guidance and goals to GIS staff in professional development training pathways.

- Identifies and develops department level power users of GIS. These users will be tasked to maintain GIS data within their departments. Provide both in-house training and training pathways, for their development.
- Oversees and provides technical guidance regarding activity associated with implementation, operation, and enhancement of the GIS program.
- Identifies processes that can be automated, and develops the automation.
- Coordinates and monitors contracts with GIS hardware, software, data conversion, and other providers of GIS products and services.
- Establishes procedures to eliminate redundant processes, determine appropriate levels of accuracy, the vertical integration of layers and the integration of more accurate data with existing databases.
- Provides oversight on activities associated with implementing, operating, and enhancing the GIS databases.
- Conducts research and development of new GIS related products and procedures.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree with major course work in Geographic Information Systems or Geographic Information Science; supplemented by six (6) years progressively responsible experience in GIS applications and analysis using ESRI's complete suite of GIS software products and related tools; or an equivalent combination of education, training and experience. Also, two (2) years' experience leading a GIS team or working as a GIS coordinator.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

- GISP Certification (desired)
- Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Extensive knowledge of the ESRI suite of products including ArcGIS Desktop (10.6 and/or ArcGIS Pro), SQL ArcSDE, ArcGIS Online and related GIS hardware and software
- Experience creating Applications utilizing ESRI's JavaScript API.
- Experience administering ArcGIS Server
- Experience administering ArcGIS Online Servers and Portals
- Experience administering an ESRI Enterprise Agreement Licensing (EA)

- Experience working with Image Server and GeoEvents Server
- Knowledge of the principles, practices and methods of GIS database development, management and maintenance, including performance tuning SQL for GIS databases.
- Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City administration.
- Experience working within a project management methodology.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.