

VIRGINIA'S REGION 2000 PARTNERSHIP

LOCAL GOVERNMENT COUNCIL

POSITION DESCRIPTION

JOB TITLE: GIS/Project Manager	LOCATION:
	JOB CLASS CODE:
IMMEDIATE SUPERVISOR: Deputy Director for Planning and Core Services	PAYGRADE: 22
	FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF WORK:

The GIS/Project Manager working under the general supervision of the Deputy Director for Core Services performs professional and administrative work managing GIS and transportation related programs. Interpersonal contacts are within and outside the organization requiring a high degree of diplomacy to obtain objectives. Problems encountered are difficult to complex requiring discretion in modifying rules or devising new procedures to solve problems and frequently makes decisions that have a moderate impact on the Council. The work is primarily indoors where no hazardous conditions are prevalent; outdoor activity may be scheduled when appropriate. Physical effort required is minimal. The incumbent is expected to perform other job related tasks as assigned or required.

ESSENTIAL FUNCTIONS:

- Responsible for management and development of general planning and transportation planning projects as assigned
- Responsible for the management and development of GIS databases and maps for customers and Council staff
- Assists in the assessment of user training needs; coordinates system applications training and performs in-house training.
- Installs and troubleshoots problems with the G.I.S. mapping system, including installing new applications, installing upgrades and assisting users to solve software problems.
- Schedules and coordinates application development and systems integration provided by outside service contractors.
- Acts as a technical resource in assisting users to resolve problems with specialized and dedicated technology systems; implements solutions or notifies outsource providers as required.

- Makes purchase recommendations, including helping users assess needs and providing justification for equipment and services.
- Assists in preparing the budget by researching costs of software and hardware related to the G.I.S. system.
- Installs and maintains network systems and related peripheral equipment; performs basic network administration and security functions ensuring system integrity and security.
- Provides information to the public and other county departments in a courteous and professional manner.
- Performs other duties of a similar nature or level.

KNOWLEDGE, SKILLS AND ABILITIES:

The GIS/Project Manager should have a substantial knowledge of the ARC family of software and GIS; a strong knowledge of data collection methods and techniques related to social, economic and physical planning; a basic principles and practices of urban planning; a thorough knowledge of computer drafting, report preparation and presentation graphics. Successful performance of the work requires advanced technical skills in addition to the ability to interpret and explain technical concepts to non-technical users. The incumbent should have the ability to prepare, write and present oral or written reports in clear and concise terms; the ability to handle difficult negotiations and formulate strategies to meet objectives. The incumbent should have a solid understanding and ability to implement project management techniques.

EDUCATION AND EXPERIENCE:

The GIS/Project Manager should possess the educational equivalent of graduation from an accredited technical school, college or university with a degree in planning or a related field, as well as, three (3) years related experience, OR any acceptable combination determined to be sufficient to perform the essential functions listed above. Must possess and maintain a valid driver's license.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

The work is normally performed where no hazardous conditions are prevalent in an office in a seated position; however, this job requires frequent standing, walking, bending, stooping and the occasional light lifting of office items up to 30 pounds in weight. Extremes in noise, temperature and pollutants are minimal. Frequent sustained operation of office equipment is required.

EVALUATION:

Performance will be evaluated on the ability and effectiveness with which the incumbent accomplishes the above responsibilities.

Date Approved: 4/20/06

Date(s) Amended: