

**CITY OF MILPITAS**  
**Effective:** Jan 1999  
**Revised:** Nov 2012  
**EEOC:** Professional  
**FLSA:** Exempt  
**Unit:** Mid-Mgmt/  
Confidential  
**Physical:** 1

## GIS Manager

### DEFINITION

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. The City's GIS system contains data in 3 different systems. With extensive knowledge of each system, the GIS Manager determines which system is most appropriate for the task and how to easily move data between the systems.

### DISTINGUISHING CHARACTERISTICS

The GIS Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Information Services Director or designee.

### EXAMPLES OF DUTIES

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.

## QUALIFICATIONS

### Knowledge of:

- 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 Tritech 911 Dispatch software, Tiburon Police Records software, 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 911 Dispatch, 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.

### Ability to:

- 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 Council, 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.

## EDUCATION AND EXPERIENCE

### Education:

A Bachelor's degree in GIS, Geography, Earth Science, Engineering, Computer Science or a related field from an accredited college or university.

Experience:

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

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

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Tom Williams, City Manager

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Date

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Carmen Valdez, Human Resources Director

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Date