City of Tempe

ENTERPRISE GIS MANAGER

JOB CLASSIFICATION INFORMATION

Job Code:	518	*FLSA Status:*	Exempt
Department:	Internal Services	*Salary / Hourly Minimum:*	$85,408
Supervision Level:	Manager	*Salary / Hourly Maximum:*	$115,301
Employee Group:	SUP	*State Retirement Group:*	ASRS
Status:	Classified	*Market Group:*	IT Manager
Drug Screen / Physical:	N	N	*EEO4 Group:*	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives supervision from the Deputy Internal Services Director - IT or other Senior Management.

Provides direct supervision over professional, administrative and technical staff.

MINIMUM QUALIFICATIONS

Experience:	Five years of experience in the specialized area of geographic information systems (GIS) technology and ESRI products. Two years of progressively responsible supervisory experience directly related to the area assigned is preferred.
Education:	Equivalent to a Bachelor's Degree in Geographic Information Science, Geography, Urban Planning or Public Administration with course work in Geographic Information Systems; Urban Planning; Sustainability; Environmental Planning or a degree associated with the core functions of this position. A Master's degree in Geographical Science or related field is preferred.
License / Certification:	Certification as a Geographical Information Systems Professional (GISP) required upon hire.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of managerial, administrative and technical duties directing and supervising the City's Geographic Information Systems

and application development. To assist City departments in gathering, analyzing and displaying geospatial data for decision support and urban planning.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.

- Supervise and coordinate staff; participate in hiring, provide scheduling, training and performance evaluations; work with employees to correct deficiencies; implement policy related to City personnel rules and regulations.

- Support employee involvement in decision-making to assist them in meeting individual goals; promote positive employee attitude.

- Develop long range plans and implements goals, objectives and priorities to improve operational efficiency and effectiveness.

- Develop multi-year balanced financial plans and ensure the section budget is in compliance with all City financial policies.

- Work with GIS staff and customer departments to understand their automation needs; prepare technical specifications and recommend options to stakeholders; oversee the development of software systems including creation of user interface design, database design and programming.

- Coordinate and oversee various special projects involving presentation and decision support for City executives, City Council, outside government entities and developers/vendors.

- Act as the executive director of the Enterprise GIS Advisory Board responsible for the strategic direction and prioritization of GIS within the City.

- Develop documentation and implement GIS data maintenance processes and associated workflow; develop policies and procedures for Enterprise GIS administration and support.

- Provide technical oversight for the City's GIS program, including administrative support for GIS products used within the City, the development of custom tools and reports that streamline GIS data maintenance workflow and identification of data errors.

- Assist city departments in the use of ESRI ArcView, ArcMap and CityEngine for the access and analysis of GIS spatial data to generate maps to meet their business needs.

- Make independent decisions or actions on technical issues such as establishing mapping standards and quality control procedures.

- Meet with local agencies, other departments, universities and outside organizations to discuss GIS data issues and the relationship of the GIS to other operations, systems and programs; and collaborate with same on obtaining accurate and complete information and maximizing resources.

- Interpret and ensure compliance with applicable federal, state and local laws, rules and regulations.

- Manage the release and distribution of GIS data to all outside government and commercial entities.
- Obtain and manage resources, records and reference materials used for GIS analysis including research and studies pertaining to transportation, population, environmental planning, open spaces, flood plains, assessor parcel numbers, railroad and canal data.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for long periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
For more information about the City of Tempe's competencies for all classifications:		
City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY

Effective May 2014