



**City of Winder**  
**Job Description: GIS Manager**  
**Department: Technology Services**

Rev 5/13

**EEO Function:**

**Pay Grade: 19**

**EEO Category:** First/Mid-Level Officials and Managers

**Status:** Exempt

**Pay Type:** Salary

**Position Number:** 1450

**I. Chain of Command/ Reports To**

Technology Services Director

**II. Job Summary**

The GIS Manager is responsible for managing spatial and non-spatial data/information relevant to particular studies or analysis that provide technical assistance in the activities of utility locations, demographics, zoning, and other planning activities. Manages and prepares various data for the GIS system. Provides assistance and coordination of mapping, graphic illustrations, and related report preparation for the City. Supervises GIS staff and as needed, provides training for GIS operators.

**III. Essential Duties and Functions**

- Designs, develops and maintains GIS production schedules; monitors project status to ensure timely completion of assignments.
- Manages GIS data layers through data base management.
- Organizes, creates, manipulates, enters and retrieves GIS data for reporting, analysis and presentation purposes.
- Maintains and manages the GIS database portal and distributes data to City Departments.
- Oversees data capturing, converting and editing of GIS data.
- Prepares maps based on GIS data collected.
- Serves as the Project Manager for Cityworks data.
- Responsible for purchases and budget preparation for the GIS division.
- Performs a variety of record keeping duties.
- Performs GIS analysis, queries, searches, and data manipulation.
- Participates in a wide variety of special projects as they relate to GIS applications; coordinates GIS activities between the City and external customers.
- Prepares monthly reports for departmental updates.
- Develops, plans, and implements division goals, objectives, policies, procedures, and priorities.
- Measuring distances, directions and depths of a particular area or structure.
- Locate, collect, and record, via GPS, utility infrastructure and other features as assigned.
- Coordinates and assists in the development, maintenance, and distribution of maps, files, layers, databases, and drawings in support of various City Department.

- Uses GPS equipment to collect point data for various City utilities including fire hydrants, water valves, water lines, sewer lines, manholes, inlets, utility infrastructures and other features as assigned.
- Supervises, trains, and evaluates GIS Field Technicians responsible for enhancing, expanding and maintaining the Geographic Information System (GIS) of the City, specifically as it relates to both office and field design, construction, operation and maintenance of public utilities.
- Responsible for maintaining time entry for subordinates, and approving leave requests.
- Performs a wide variety of administrative tasks to include: interviewing, selection, hiring, discipline, employee motivation, performance evaluations, training, and terminations.
- Communicates with engineers, contractors, developers, surveyors, planners, real estate representatives, local officials, utilities, general public, and others to answer questions about departmental operations and/or procedures.
- Observes safe-working practices, including maintaining storage areas in a safe condition; notifies supervisor of the need for equipment repairs; corrects and/or reports any safety or fire hazards.
- Attends a variety of committee meetings as required.
- Follows and promotes Policy & Procedures of the City of Winder.
- Performs related duties as assigned.

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of equipment operation and safety measures.
- Knowledge of GIS workstation hardware, software, and operations.
- Knowledge of advanced mathematics in order to manipulate computer software programs in the creation of maps.
- Knowledge of database management, database design and systems management.
- Knowledge and ability to work with a pipehorn, metal detector, and/or other locating equipment.
- Knowledge of GPS Platforms, including Trimble and ArcMap.
- Knowledge of how to read general construction specifications and blueprints.
- Proficient in the use of ArcGIS, ArcSDE, and ArcGIS Server.
- Ability to work independently, in the absence of supervision, with directives given by supervisory staff.
- Ability to effectively supervise a staff comprised of entry and journey level professionals engaged in carrying out essential job functions.
- Ability to research and interpret land record data, legal descriptions, ground and underground infrastructure data, aerial imagery and related GIS renderings.
- Ability to read legal descriptions, deeds, plat books, maps, and software procedures manuals.
- Ability to review and analyze aerial photographs and translate them to geographic maps.
- Ability to interpret maps, manuals, specifications and diagrams.
- Ability to coordinate multiple projects simultaneously.
- Ability to anticipate problems and take appropriate action to correct them.
- Ability to operate a computer and communicate via email.

- Ability to complete assignments against deadlines.
- Ability to complete reports.
- Ability to pass drug testing as noted in policy.
- Ability to wear protective gear.
- Ability to communicate in English.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

**V. Licenses and Certifications Required**

- Valid Georgia Driver’s License and maintain a valid license and a good driving record.
- Participate in annual training for GPS/satellite information updates.

**VI. Qualifications**

- Bachelor’s degree in Geography, GIS, Computer Science, Planning, Environment Science, Engineering, or a related field.
- Four (4) years of general or specialized professional working experience in GIS techniques and methodologies.
- Experience in utilizing Geographic Position System (GPS) technology, coordinate systems to develop spatial models and maps.
- Work standby/on-call and overtime as required or scheduled (evenings, weekends and/or holidays, if necessary).

**VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

**VIII. Working Conditions:**

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

**IX. Supervisory Controls/Responsibility:**

Provides direction and guidance to other employees and oversees employees' day to day activities and provides assistance on assigned data collection and mapping projects.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*