

GIS SUPERVISOR



Description:

Under direction, plans, organizes, and supervises the activities of personnel engaged in technically complex and specialized Geographic Information Systems (GIS) work; performs other duties as required.

Distinguishing Characteristics:

This class is characterized by the assignment of supervisory responsibility for the work of a specialized GIS unit. Incumbents in this position are expected to possess a high degree of leadership, technical, and supervising skills.

Duties may include, but are not limited to:

1. Supervises, plans, organizes, reviews, analyzes, and integrates the work of GIS technical staff.
2. Consults with project coordinators or requesting agencies to define project scope, priorities, and deadlines.
3. Solves difficult technical and scheduling problems.
4. Selects and adapts plans, techniques, designs or layouts for projects.
5. Develops and maintains databases and constructs maps; maintains, updates, and distributes map boundaries.
6. Develops cost estimates and scheduling for various projects.
7. Monitors quality and progress; coordinates development, maintenance, and implementation of new and/or GIS applications.
8. Writes project status reports and recommendations; reviews information submitted by outside agencies for accuracy compliance with department standards.
9. Serves as a liaison between the department and both public and private sectors for the purpose of establishing data sharing agreements and project cost estimates.
10. Has primary responsibility for the selection and training of subordinate staff.
11. Evaluates the work of staff and resolves problems or recommends corrective disciplinary actions.
12. Assigns work to subordinate staff based upon technical qualifications.
13. Performs the most complex duties requiring extensive and thorough technical proficiency.
14. Maintains necessary records; prepares oral and written reports.
15. Provides vacation and temporary relief as required.

16. Provides other duties as required.

Typical Qualifications:

Thirty (30) semester or forty-five (45) quarter units of completed college coursework or a certificate from an accredited college in GIS, geography, planning, or information technology.

Five (5) years work experience compiling and preparing land use, environmental, cadastral, or related maps using ARCInfo and/or ARCVIEW software.

Conditions of Employment:

Travel within and outside the County may be required. A valid California Driver's License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

Health and Physical Condition:

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.

Job Code:

Salary Range: N48

Representation Unit: Non-Represented

Last Updated: 5/20/10