

City of Dallas
Classification Specification

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|---------------------------|---|---------------------|-----------------|
| Title: | Geographic Information Systems Technical Manager | Class Code: | 36538 |
| Application: | Career Series | Pay Grade: | L |
| Supplemental/Code: | Supervisory/0 | Established: | 10/01/94 |
| FLSA Status: | Exempt | Revised: | 01/01/09 |

Position Purpose:

Manages technical staff in the development and maintenance of the Geographical Information System (GIS) database, network, hardware, and software to provide and improve access to the GIS for all City users.

Essential Functions:

1. Supervises technical staff in the GIS division and other divisions of Planning & Development including hiring, work assignments, scheduling, performance reviews, and other personnel actions to ensure productivity and quality standards are maintained.
2. Manages technical projects and supervises the development of applications and systems that will ensure the efficient implementation of GIS applications and data sharing.
3. Provides client departments with technical advice, studies, and evaluations on GIS issues; directs staff in preparing responses to requests for GIS information.
4. Develops specifications for GIS hardware and software; coordinates high-tech procurement for the acquisition of services and products to advance the development and implementation of the GIS.
5. Manages the daily operation of GIS hardware, network and software systems including data integrity, security, backup, and recovery policies and procedures.
6. Serves as the liaison for the City's GIS division with other City departments and other entities as the primary GIS technical contact.
7. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of current GIS technology, CADD and mapping systems, systems analysis techniques, programming techniques, database administration, and operating systems functions.

Thorough knowledge of current microcomputer and workstation hardware, networking systems, computer peripherals, and mainframe interfaces.

Knowledge of City procurement procedures.

Knowledge of City personnel procedures and rules.

Ability to manage a technical staff.

Ability to establish and maintain effective working relationship with client department representatives, vendors, consultants, other government agencies and other City technical staff.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively, both orally and in writing.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.