

City of Dallas
Classification Specification

Title:	Geographic Information Systems Manager	Class Code:	36540
Application:	Career Series	Pay Grade:	N
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Manages the citywide acquisition, creation, testing, and implementation of an efficient Geographical Information System (GIS) for reference by all City departments.

Essential Functions:

1. Plans, coordinates, and manages the implementation of the GIS development process in order to integrate all necessary information into the system.
2. Manages the requirements definition, selection, acquisition, and contracting of GIS projects with vendors and consultants (e.g., database design and interfaces, map conversion, network design, hardware and software, and GIS integration with new systems).
3. Prepares the annual budget for the citywide GIS development and manages the GIS program activities to ensure operation within approved budget limitations. Adjusts the citywide development plans to conform to final funding.
4. Develops and enforces policies, procedures and standards for the operation and maintenance of the City's GIS.
5. Manages the acquisition of equipment, software, facilities, course development, and classroom instruction in order to provide GIS training for users.
6. Plans and manages the citywide expansion of the GIS client/server network including acquisition of hardware, software, and installation.
7. Coordinates GIS activities with all user departments to ensure full input and participation in GIS development and implementation.
8. Manages a staff to provide GIS, plat, legal notification, zoning mapping, and graphics services to City Council, City departments, and public sector clients on request.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of computer hardware and software, systems analysis techniques, data processing procedures, data base administration, system design, and system implementation processes.

Thorough knowledge of GIS technologies, hardware, and software.

Thorough knowledge of City organizational structure as it relates to the use of the GIS.

Knowledge of the City's procurement and budgeting procedures and policies.

Ability to estimate, justify, and budget costs of GIS component projects funding requirements with reasonable accuracy.

Ability to effectively manage large, diverse, multifaceted GIS development activities for multi-departmental applications with major regional impacts and implications.

Ability to establish and maintain effective working relationships with others.

Ability to manage a technical staff.

Ability to formulate, plan, supervise and implement policies concerning GIS operation, training, and work of subordinates.

Ability to communicate effectively both orally and in writing with a wide variety of people.

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.

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.