

**AIKEN COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

JOB TITLE: GIS MANAGER	DATE: November 22, 2013
GIS MAPPING DIVISION	SALARY ENTRY LEVEL: \$42,297.49 - \$48,642.11
INFORMATION TECHNOLOGY DEPARTMENT	GRADE: 22

SPECIFIC STATEMENT OF JOB

Under limited supervision, performs responsible administrative, supervisory and technical work in the development, implementation, management and operation of a geographical information system (GIS) for Aiken County. Performs related work as assigned. Reports to the Director of Information Technology.

ESSENTIAL JOB FUNCTIONS

Plans, coordinates and directs the continued development, implementation and management of the County's GIS-based and GIS-dependent applications and systems.

Supervises the work of subordinate technical staff; supervisory duties include instructing, planning and assigning work, reviewing work, maintaining standards, coordinating activities, assisting with employee selection, acting on employee problems, and recommending employee discipline and discharge as appropriate.

Reviews the work of subordinates for completeness and accuracy; evaluates performance and makes recommendations for improvement; offers training, advice and assistance as needed.

Prepares and administers the division budget; monitors expenditures.

Researches and recommends the purchase of technological equipment, software and supplies to support GIS functions.

Manages all department and County-wide projects pertaining to GIS; coordinates with other departments and divisions to develop and implement GIS solutions to meet operational and service delivery needs.

Performs GIS-mapping software programming and data conversion. Website maintenance.

Ensures the preparation and maintenance of accurate and complete project documentation.

Maintains tax maps and correlating data; researches deeds, wills, plats, maps and annexation records for the maintenance and correction of maps; coordinates the periodic reprinting of the official County Road Map Atlas.

Reviews and performs technical mapping and drafting work, including revising tax maps, road maps, special district maps, E-911 addressing maps; produces maps, signs, posters and other graphics for other special projects and presentations as needed.

Provides technical advice and assistance to subordinates in completing difficult assignments and in determining / reviewing project objectives, methods and techniques.

Trains GIS users in other divisions and departments as necessary.

Attends GIS Committee meetings; presents status reports and proposed plans.

Receives and reviews reports, map requests, deeds, plats, maps, sketches, invoices, correspondence, etc.

Prepares and/or processes maps, budget documents, status reports, performance appraisals, and various other reports, records, memos, correspondence.

Refers to policy and procedure manuals, laws / codes / ordinances / regulations, computer manuals, maps, deeds, plats, atlases, training manuals, etc.

Operates a vehicle and a variety of office equipment, including computers, printers, fax machine, copier, telephone, blueprint machine, label machine, plotters, scanners, digital camera, etc.

Uses computer and clerical supplies, drafting tools, small hand tools.

Interacts and communicates with the immediate supervisor, subordinates, co-workers, other County department heads and personnel, various other government agencies, contractors, sales representatives, surveyors, attorneys, customers and the general public.

NON-ESSENTIAL JOB FUNCTIONS

Assists customers at front counter as required.

Performs general office/administrative work as required, including but not limited to attending meetings, preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

Performs related duties as required.

EDUCATION, EXPERIENCE AND CERTIFICATION REQUIREMENTS

Requires a Bachelor's degree in GIS, geography, planning or related field supplemented by four years of progressively responsible experience in GIS system design, programming and/or mapping, (specifically ARCGIS Desktop and Server, MS SQL Server, Adobe Flex, HTML and similar software), two years of which have been in a supervisory capacity; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

ADA REQUISITES

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, and crouching and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds). Tasks may require extended periods of time at a keyboard or workstation.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the County and Department as they pertain to the performance of duties of the GIS Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific County ordinances as they apply to the duties and responsibilities of the position. Has excellent technical, organizational, administrative, and interpersonal skills. Has thorough knowledge of the practices and principles used in drafting and mapping, both computer-aided and manual. Is able to make neat, accurate and legible drawings. Has specific knowledge of tax mapping regulations, procedures and techniques, including the ability to interpret property deeds, titles and plats. Has considerable knowledge of computer system design and programming, including geographical information system design, programming and implementation. Has knowledge of and skill in project management. Has working knowledge of the principles and methods of community planning and development. Is able to analyze and supervise the compilation of technical, financial and administrative reports. Is able to make sound, educated decisions. Knows how to plan, organize and direct a technical staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to subordinates, co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future County needs and resolving problems. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for GIS applications, records management, data and word processing. Has the mathematical ability to handle required calculations. Is able to compile, organize and utilize various financial information necessary in the preparation of assigned budgets and knows how to prepare and monitor budgets. Is able to read and interpret technical / financial materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has knowledge of the occupational hazards and safety precautions of the industry.

Recruitment Period:	Beginning:	November 22, 2013
	Ending:	December 19, 2013

APPLY: SC Works/Aiken Center, 1571 Richland Avenue, E, Aiken, South Carolina 29801
 OR Aiken County Government, Customer Service Center, 828 Richland Avenue, W, Aiken, South Carolina 29801 803-642-1500. EOE



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Or visit <http://www.aikencountysc.gov/mobile/acjobs.php>