

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Departmental GIS Supervisor	CLASS. CODE: 0199
DEPARTMENT:	Various	FLSA: E
REPORTS TO:	Various	DATE: 7/1/2002

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**Job Summary:**

Manages the activities of the Geographic Information Systems(GIS) section of the department. Develops programs and assesses the functionality to provide service to a varied customer base. Provides guidance, training and supervision to subordinate GIS staff.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Supervises department staff involved in mapping, data creation and product creation. Includes assigning, monitoring and evaluating the work of subordinates. Responsible for the hiring process and ensures employee motivation.
2. Develops, implements and monitors section work plan including setting project goals and objectives and establishing completion dates.
3. Develops programs and procedures to automate routine tasks, keeps up to date on industry trends and identifies training needs and opportunities. Trains staff on the access, retrieval, and utilization of geo-based information.
4. Establishes processes for and checks to ensure data integrity.
5. Creates processes to make GIS data accessible to all users including creating and maintaining a data dictionary.
6. Meets with and coordinates GIS activities between different groups, agencies, departments or individuals. Consults with GIS staff at the Data Center to evaluate and/or formulate plans and specifications for complex GIS applications.
7. Manages large-scale department wide GIS projects.
8. Advises supervisor of hardware and software upgrades, participates in the selection and installation of upgrades to the computerized database, graphic and map production equipment.
9. Installs, tests, and debugs new and upgrade GIS software releases before implementation. Adjusts applications for users' specific needs. Ensures compatibility with entire system and maintains and updates user documentation.
10. Coordinates with consultants to ensure compatibility of GIS related deliverables.

**Important Job Functions**

1. Provides input to supervisor related to technical GIS issues.
2. Creates maps and data as needed.
3. Attends meetings and various training seminars and conferences as required.
4. Performs other duties as required by supervisor.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer and UNIX workstation
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in planning, engineering, cartography or a related field; and,

Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Mapping standards, techniques, graphic illustrations and presentation, and computerized database and mapping programs.
- Data integrity control, computer programs, cartography, mathematics, statistics and spatial data analysis.
- Computer assisted mapping techniques and of both the software and hardware components of the system, including computer operation.
- Principles and procedures of professional urban planning.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Perform multiple projects from beginning to completion with limited supervision by deadlines and adjust work to accommodate changing priorities.
- Interpret engineering design.
- Coordinate geometry use.
- Extensively use databases such as access, FoxPro, oracle, database, etc.
- Use GIS application programs including Arc/Info, Map Objects, ArcView and other ESRI projects and Visual Basic as well as hardware components.
- Operate UNIX and DOS based computer graphics workstations and digitize equipment.
- Develop programs and macros using Arc/Info software.
- Formulate recommendations relative to the development, alter and refine computer assisted mapping methods.
- Interpret staff needs, determine how the GIS may be utilized to produce that product or service the staff requires, anticipate future needs/uses and develop systems that can easily accommodate them.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

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**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb.
- Lifts up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.