

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 199
SALARY GRADE: 016
EFFECTIVE/UPDATED: 2/1/2018**

GIS MANAGER

Definition

Under the supervision of the Director of IT Operations, the GIS Manager, supervises GIS staff, manages public administration and public safety GIS projects. The GIS Manager provides supervision; support and training in the City's Enterprise Resource Platform (ERP) land/parcel file management module(s), the ESRI Geographical Information Systems and modules, and the interface between these systems.

Equipment/Job Location

The noise level in the work environment is usually moderate. Performs duties in an office environment. Some travel may be required for field research, training, seminars and conferences. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 100 pounds. The employee must be available for after hours and weekend on-call support.

Essential Functions of the Job

1. Manages and supervises GIS staff within the IT Division, as well as those assigned from other departments and/or divisions.
2. Manages all public administration and public safety GIS related projects.
3. Advises the Director of IT Operations on GIS matters and makes recommendations on specific software and hardware needs.
4. Works with IT networking staff to ensure GIS related software is properly maintained and kept up-to-date.
5. Acts as a liaison between the City of Aurora and other government agencies, vendors, and user groups for GIS related items.
6. Recommends and approves training programs for GIS staff alongside the Director of IT Operations.
7. Collects and verifies data from a variety of different sources including government agencies, professional organizations, vendors and libraries.

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8. Maintains land/parcel and GIS information databases; queries and manipulates data within these databases.
9. Establishes and revises GIS, land/parcel and other software documentation for accurate recordkeeping.
10. Approves the design and implementation of related applications created by GIS analysts with user departments.
11. Performs programming and analysis to maintain established systems, recommend new systems and create programs and systems.
12. Verifies backups of the GIS and land/parcel files per a back schedule.
13. Participates in the selection process for new GIS employees and provides training.
14. Participates in the performance appraisal process.
15. Addresses complaints and resolves GIS related problems.
16. Performs other duties assigned as related to the position.

Required Knowledge and Abilities

- Requires extensive knowledge of parcels, land use, and recording of land data.
- Requires basic knowledge of policies and procedures for the identification and coding of parcels.
- Requires the willingness to learn systems, programming languages and policies that are used by, and the standard of the City of Aurora.
- Requires the ability to follow City of Aurora policies and procedures as well as those policies and procedures set forth by the IT Division.
- Requires the willingness to travel to regional and national vendor training seminars and conferences.
- Requires the ability to respond quickly to situations requiring immediate action to fix GIS related problems.
- Requires the ability to think spatially, logically, analyze and interpret abstract and complex systems and application programming problems with efficiency and precision.
- Requires training and instructional ability including excellent verbal and written communication skills.
- Requires the ability to install, move, and repair equipment.
- Requires the ability to establish and maintain good working relationships with all city departments/divisions, vendors and other agencies.

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Qualifications for Hire

- Bachelor's Degree in Geographical Information Systems (GIS), Geography, Computer Aided Design, Planning, Engineering, Computer Science or related field.
- Requires at least seven (7) years of experience in a related field, preferably in a municipality.
- Computer experience in ERP Land/Parcel Management Modules and/or the ESRI ArcView GIS system, Microsoft Access and SQL Server databases, and skills in the interrelated use of database, mapping, drafting, surveying, and Geographic Information System software applications required.
- Geographic Information Systems Professional (GISP) or related certification preferred.
- Requires possession of a valid Illinois driver's license.