



## *JOB DESCRIPTION*

### *GIS & ASSET SYSTEMS MANAGER*

*Conservation  
Commitment  
Community*

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<b>DEPARTMENT:</b>	<b>GIS</b>	<b>JOB TITLE:</b>	<b>GIS &amp; Asset Systems Manager</b>
<b>REPORTING TO:</b>	<b>Chief Engineer</b>	<b>GRADE:</b>	<b>19</b>
<b>DATE PREPARED</b>	<b>August 2020</b>	<b>FLSA STATUS:</b>	<b>Exempt</b>

#### **Job Summary:**

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The GIS and Asset Systems Manager plans, performs, documents, coordinates, and manage all GIS, surveying and asset management system operations, ensuring the technology appropriately allows for improved management, planning, maintenance, and operation of the Clay County Utility Authority (CCUA) infrastructure. This role also has responsibility for the GIS Department.

#### **Essential Duties and Responsibilities:**

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- Lead the GIS department; monitor work results, hire, train, develop and manage performance of staff.
- Manage GIS, survey operations, and asset management systems, projects and activities. Routinely review requests, tasks, work orders, automations, and reports to ensure data accuracy and integrity.
- Develop and oversee implementation of short and long-term strategic plans, goals, and objectives for GIS department.
- Create and prepare maps, tables, and graphic reports, as needed.
- Perform database administrative and maintenance functions on CCUA's enterprise GIS as needed;
- Consult with other departments to review how GIS can provide greatest benefit.
- Oversee or perform management, design, QA and QC for asset management system and GIS.
- Manage fleet GPS application; monitor devices and information captured for data accuracy; generate reports as needed.
- Supervise staff associated with surveying, GIS, and asset management.
- Plan and oversee software installations, upgrades or maintenance to GIS software applications or web-based systems.
- Develop and maintain Standard Operating Procedures (SOPs) for GIS department.
- Perform other duties, as needed.

*The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.*

#### **Education and Experience Requirements:**

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- Bachelor's degree in mapping, engineering, geography, computer science, or related field
- Three-five years of experience administering GIS applications
- GISP or other industry-related certifications preferred

## Job Description – GIS & Asset Systems Manager

### Knowledge/Skills/Abilities:

- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization; collaborate and work with individuals containing a variety of knowledge levels and expertise. Work productively on a team and independently.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills.
- Organization and Time Management – Able to work independently minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations.
- Systems and Software – Proficiency in ArcGIS Desktop (ArcMap, ArcCatalog, ArcGIS Data Reviewer, and ArcGIS Workflow Manager/Administrator), ArcGIS Pro, Esri Enterprise Server and Portal, Geometric Network, Data Interoperability, Model Builder, and Python required. Knowledge of asset management systems preferred.

<b>Skill Requirements: (X = Required for job)</b>			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks	X	Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle
<b>Physical Requirements: (X = Required for job)</b>			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods		Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods		Lifting/carrying over 50 pounds (various items)
	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Crawling/Crouching
X	Writing		Climbing
X	Seeing 1-5 feet		Physical endurance under variable weather conditions
X	Seeing 5+ feet		Other (list):
	Other (list):		Other (list):
<b>Hazards: (X = Required for job)</b>			
X	Standard office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation		Proximity and use of hand-held powered equipment and/or moving mechanical parts
	Other (list):		Other (list):