



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Supervisor, GIS	BAND/LEVEL:	MGT III
DEPARTMENT:	Planning and Development Services	JOB NO:	2372
DIVISION:	Strategic Planning	DATE:	7/21/2020
REPORTS TO:	Manager, Strategic Planning	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	620
REPLACES:	New	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Supervises the Geographic Information and Support (GIS) Services Section within the Strategic Planning Division. Directs workload of GIS Technicians and Permitting System Management Administrator in a manner that allows for the design and operation of the City's GIS and permitting systems.

This is also a working supervisor position and duties include the design, operation and customization of the City's geographic information system (GIS) in a way that supports employee job functions and decisions of City officials. Uses the full suite of ArcGIS software to create, edit and analyze geographic features and their related data attributes. Uses appropriate programming tools to automate GIS workflow processes, customizes ArcMap templates with tools and shortcuts, streamlines nightly data transfers and transformations, and/or creates interactive web mapping applications. Maintains the ArcGIS License Manager data and the appropriate permission settings for all internal GIS users. Serves as a product expert for the ArcGIS suite, including the implementation of upgrades and new software products, and providing training and software support for all internal users

Directs and supervises the efforts of the Permitting System Management Administrator in carrying out design, operation and customization of the EnerGov suite of services to the other divisions in the department as necessary.

Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Supervises and directs the GIS Services Section. Discusses GIS and permitting system needs and opportunities. Reviews work of staff, determines priorities for tasks, and assesses needs of other departments. Assists in data input and analysis on GIS programs. Evaluates data sources; determines optimum database structures and reviews data verifications procedures. Responds to questions and complaints verbally or in writing, coordinates inquiries/responses with other departments.
2. Develops new and/or modifies existing policies and procedures as directed. Reviews current practices, recommends, makes changes for efficiency, effectiveness, and ensures compliance with related laws and ordinances. Communicates and presents policies and changes to staff, elected officials, other agencies, and the public.
3. Supervises and/or participates in preparation of various reports, statistical information, and special projects. Communicates operating policy and guidelines to staff. Establishes timeframe for project completion. Presents findings in writing or orally to requesting parties. Prepares and administers budget. Develops and implements short and long-term goals and objectives. Coordinates and manages the purchase of materials, equipment and supplies.
4. Uses ArcMap, Visual Studio, Python, Flex or similar programming environments to program custom GIS applications to assist specific users, to streamline workflow processes, and to make geography-linked information more accessible. Uses the ArcGIS Online applications and templates to create cross-platform web mapping applications.

5. Performs complex geographic analysis. Uses ArcMap and appropriate ArcMap extensions to analyze geographic relationships between various data sets.
6. Uses Windows Server commands to evaluate system diagnostics, perform file maintenance tasks, and respond to minor system failures.
7. Assists in setting GIS program priorities. Identifies City functions that would benefit from GIS technology and evaluates user needs to refine system structure. Serves as the project leader to determine how best to meet user requirements, what data sources to use, how the city should apply GIS technology, and what form the final product should take.
8. Uses ArcMap software and large-format plotter to create cartographic products in both paper and digital form that effectively communicate complex geographic patterns and relationships.
9. Assists in training and advising GIS users. Leads periodic technical meetings or provides ad hoc guidance if/when needed.
10. Assists in computer hardware installation and maintenance.
11. Supervises the technical staff responsible for the GIS and permitting software (EnerGov) systems. Works with employees to correct deficiencies and implements effective discipline. Participates in the selection of staff. Provides or coordinates staff training. Sets work assignments, evaluates work performance, and recommends pay increases or disciplinary measures as needed.
12. Participates in emergency management operations for the City, as requested. Carries out and/or performs other duties as assigned.
13. May serve as Acting Manager, Strategic Planning in his/her absence.
14. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
15. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in computer science, physical science, or a related field with related classes in earth science, cartography or additional equivalent experience.
- Esri (software) training.

EXPERIENCE:

- Three years of experience and training, or an equivalent level of experience, in the use of Esri. software and necessary hardware.
- One year of experience as a team leader with some level of supervisory responsibility.

SKILLS:

- Computer hardware and software skills.
- Good oral and written communications skills.
- Computer application programming skills.
- Management skills
- Leadership skills
- Ability to work in a team

MENTAL REQUIREMENTS:

- Ability to analyze complex problems and recommend possible solutions.
- Analytical skills.
- Diplomacy and judgement
- Ability to train and guide others
- Ability to learn and understand software applications.
- Ability to prioritize work.
- Abstract and logical thinking.
- Understand computer commands.
- Understand computer hardware.
- Ability to work effectively with persons from other disciplines.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to lift 20 pounds and transport 30 feet.
- Hand and eye coordination adequate to accurately and efficiently operate computer peripheral equipment such as a keyboard, mouse and monitor to create and edit both graphic and tabular data.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct:
 - GIS Analyst
 - GIS Specialist
 - GIS Associate
 - Permitting System Management Administrator

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.