GRAHAM COUNTY HUMAN RESOURCES

921 Thatcher Blvd. Safford, Arizona 85546 Phone (928) 428-3250 Fax (928) 428-5951

OPEN COMPETITIVE ANNOUNCEMENT

OPENING DATE: JULY 6, 2016

CLOSING DATE: OPEN UNTIL FILLED

GRAHAM COUNTY GIS MANAGER- $52,000 Annual Salary– Requires HS Diploma or GED and an Associates Degree in GIS (a Bachelor's Degree is preferred), Computer Science, Planning, Geography, Engineering, Natural Resource Management or a related field and two years of experience in GIS; also requires two years of experience supervising personnel and prior experience using AutoCAD, ArchInfo, ArcView, or MapInfo; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record. For more information or applications contact our web site at www.graham.az.gov or the Board of Supervisors Office, Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ 85546. Completed applications can be submitted online or delivered to the Board of Supervisors Office, open until filled.

GRAHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

GRAHAM COUNTY, ARIZONA UNCLASSIFIED PAY RANGE K

GIS MANAGER

NATURE OF DUTIES

Under general direction of the IT Director, creates, develops and maintains the GIS databases, coverages, layers, and linkages to various databases; this position is distinguished from the GIS Technician by the full range of supervisory responsibilities, documentation of procedures and standards and extensive GIS knowledge, including system design.

TYPICAL DUTIES

Plans, assigns and reviews work of assigned staff; reviews GIS data for completeness, accuracy, and neatness; conducts mapping research in the field and in the office to resolve conflicting information and ensure the accuracy of data; verifies source documents used to create and maintain the GIS database; creates maps using GIS software; generates hard copy specialty maps and GIS data requests as needed by employees, the public or County GIS partners; provides technical assistance and direction to the geographic technology section of a department or division, and/or serves as a member or leader of an application development team; makes decisions regarding the interpretation of legal documents used when creating GIS quarter section files; supervises assigned professional and technical staff by selecting, training, and evaluating their performance; tests new applications and programs; develops related policies, procedures and documents; performs complex spatial analysis and high level queries; prepares and administers assigned budgets; demonstrates continuous efforts to improve operations, decrease turnaround times, and streamline work processes; works cooperatively and jointly with other departments and the public to provide quality seamless customer service; remains current on job specific knowledge by attending training courses, professional organizational meetings, and seminars; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of GIS software, i.e., AutoCAD, ArcView, and Archinfo; knowledge of testing, backup, and recovery procedures; knowledge of data manipulation procedures for GIS; knowledge of safeguards and security procedures for data file access; knowledge of modern supervisory practices and methods; knowledge of industry specific (such as transportation, utilities, or planning) symbols and terminology; ability to efficiently use software and hardware resources; ability to supervise the work of subordinate professional and technical staff, for compliance with instructions given, and conformity to GIS standards and procedures; ability to administer personnel actions related to assigned staff, i.e., selection, disciplinary procedures, performance appraisals, leaves of absence, grievances, work schedules and assignments; ability to write and communicate effectively, especially when communicating technical data in non-technical terms to employees or public officials that may be unfamiliar with GIS processes; ability to conduct independent investigations, analyze data and make appropriate recommendations; ability to perform duties under varying field and weather conditions; ability to establish and maintain effective working relationships with other employees and the general public; ability to solve operational and procedural problems related to the application of the GIS by improving techniques and identifying errors; ability to exercise sound judgment, both in application of established policies, goals, and objectives and in application of concepts, plans, and strategies; ability to coordinate multiple activities and resources including staff, supplies, equipment, funds, and/or contract resources; ability to devise a schedule for the completion of training or work projects by considering a variety of factors that may impact the schedule; ability to provide training for new or modified software; ability to perform audits on existing application systems and those in the development phase to assure accuracy, quality, and integrity.

MINIMUM QUALIFICATIONS

An Associates Degree in GIS (a Bachelor's Degree is preferred), Computer Science, Planning, Geography, Engineering, Natural Resource Management or a related field and two years of experience in GIS; also requires two years of experience supervising personnel and prior experience using AutoCAD, ArchInfo, ArcView, or MapInfo; possession of a valid Arizona driver's license, with a history of safe driving and the ability to maintain a safe driving record.

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