



## City of Lake Oswego, Oregon

### Job Description

#### GIS SERVICES SUPERVISOR

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 570**

**Job Code: 2047**

#### Summary

Manages the Geographic Information Systems (GIS) programmatic section within the Engineering Department, including, but not limited to supervising technical support staff members, and other employees as determined by the City Engineer. This section includes programs related to GIS analysis, processing, map production, data collection, production of standards and procedures, and computer-aided design assistance.

This position provides difficult to complex analytical services across organizational boundaries. Areas of focus may include budgetary/financial, operational efficiency, productivity, and asset management and/or performance measurement. Strategizes with other department throughout the City to meet the needs for geographic based databases. Identifies budgetary needs to provide current technical services that are useful to both internal and external stakeholders.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Supervises staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Performs a variety of research, analysis and administrative studies related to department and/or city-wide special projects Evaluates problem areas and uses available information to develop recommendations.
3. Directs the work of a variety of staff with expertise in, but not limited to, GIS, computer aided drafting and design, and surveying.
4. Manages the GIS program priorities and requests for assistance to address citywide needs in GIS, Surveying, CAD support, and spatial data services in accordance with city objectives and budgetary requirements.
5. Summarize and presents recommendations or policy approaches for consumption by managers, elected officials and/or the public. When needed, present findings and recommendations in management, council and/or public meetings.

6. Establishes and implements GIS goals, standards and objectives.
7. Provides a lead role for special projects that may require analyses, managing contracts, and overseeing implementation of new GIS or other software systems
8. Responds to request for information from the City Manager, City Council, boards, and other outside agencies including identifying information needed through reports or memorandums.
9. Establish working relationship with regional partners and colleagues regarding data sharing, analysis, and practices in GIS.
10. Provides a supporting role in the annual budget preparation for Engineering including determining services, allocation of resources, and monitoring of Engineering expenditures within the GIS Section
11. Develops and implements GIS data on the City's intranet and web pages.
12. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Principles, practices, methods and techniques of GIS, cartography, computer aided drafting and design.
- Data Capture procedures.
- Research and forecasting.
- Organization and management analysis, work measurement, and work simplification.
- Practices and principles of local government management.
- Project management principles.
- Working knowledge of basic mathematical and statistical principles.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Understand GIS and mapping principles and ability to teach others.
- Perform GIS analysis.
- Apply management theories and practices, including delegation of work.
- Assist with the implementation of revised or new programs and procedures.
- Effectively manage and evaluate programs and projects.
- Present and promote projects to various organizations, staff and City officials.
- Work independently with only general direction. Prepare budgets and track expenditures.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above a Bachelor's degree in Geography, Computer Science, Computer Engineer, or a related field and five years of work experience in GIS, computer science, or information technology.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*