

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,  
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of  
employment.*

**Date:** 2/2/2018 **Department:** Engineering (4998)  
**Title/(Status)/Job Code:** GIS Manager (1096) **Reports To:** County Engineer  
**Pay Grade/Salary Range:** PG – 116 \$54,194.93 - \$84,002.14 **Closing Date:** Until Filled

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Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

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**GENERAL DESCRIPTION:**

Cross-functional position responsible for: supervision of staff; making infrastructure knowledge more attainable and information more accessible; creating, updating, and maintaining GIS data; coordinating the related efforts of other departments and agencies, and providing timely and accurate status communications to all designated stakeholders.

**ESSENTIAL JOB FUNCTIONS:**

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Establishes and maintains databases for the Geographic Information Systems; researches and interprets information and material needed for GIS databases. Reviews all data for accuracy and quality control; creates, updates and maintains information in GIS format.
- Manages database structure including addresses, street names, annexations, boundaries, parcel information, emergency service zones and zoning.
- Designs and develops server data structures to create standards for server and workstations configuration.
- Performs database administration duties; integrates GIS databases with multiple layers; creates linkages of GIS maps files/attributes to various databases. Reviews all new and accumulated data for accuracy, integrity, and applicability for querying databases to acquire requested information and reports.
- Meets, consults, and advises County personnel, departments, local agencies, and other organizations for the purposes of discussing all GIS data issues, projects and operations.
- Retrieves, processes, and analyzes archive spatial data.
- Designs, develops, and maintains GIS production schedules, website based GIS information and ensures accuracy, functional and up-to-date. Manages and monitors project progress to ensure timely completion of projects.
- Achieves and maintains contract compliance for contracts involving GIS.
- Coordinates with Board GIS staff, Constitutional Officers' GIS staff, and other agencies on department operations. Provides training for staff in the use of GIS technology.
- Determines budgetary requirements for GIS technology and long term planning related to GIS.
- Maintains and reviews knowledge of current trends and development in the geographic information systems field for application to duties assigned.

- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Windows and ESRI computer platforms.
- Thorough knowledge of the principles, practices and techniques of information technology as related to the GIS functions and database management.
- Proficient in GIS administration, system integration, and the application of all major industry standard GIS applications for the digitizing, storage, retrieval, manipulation and presentation of spatial and tabular data.
- Ability to write reports, business correspondence, policies, procedure manuals, specifications and programs.
- Ability to read, analyze and comprehend common technical journals.
- Ability to work with and apply mathematical concepts such as probability and statistical implications, fraction, percentages, ratios and proportions and fundamentals of plane and solid geometry and trigonometry to practical situations.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and contend with the abstract and concrete variables.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis and complex scientific or technical systems.
- Ability to organize, schedule, coordinate and review the work of subordinate technicians.
- Ability to manage material, analyze a wide range of information and develop appropriate administrative recommendations.
- Ability to initiate a teamwork approach to the job by coordinating with others and considering the entire organizations goals.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

**PHYSICAL SKILLS:**

The individual in this position must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on high and low shelves or the floor.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE:**

Bachelor's degree in GIS, Geography, Computer Science, or closely related field; Minimum of three (3) years' experience in GIS / Information Technology implementation and administration; Three (3) years' experience managing Microsoft SQL database; Two (2) years' experience managing ESRI GIS system.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess and maintain a valid FL Driver License.