

<b>Job Title:</b>	<b>GIS Manager</b>	<b>Department/ Loc:</b>	<b>Water Admin</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>	<b>Date Drafted:</b>	<b>May 2022</b>
<b>Reports To:</b>	<b>Assistant Director of Utilities / City Engineer</b>		

**Position Summary**

The purpose of the position is primarily to improve the accuracy and organization of the City Utilities water and sewer mapping, records and data. The position is responsible for collecting field data by use of handheld GPS equipment, downloading the data into the appropriate database and entering the data in the office into AutoCad and/or Arcview mapping software. Develops databases, develops maps and updates existing maps to GPS accuracy. Supports other staff, the public and developers with requested information concerning the location of City Utilities. Provides our Field Utilities Location Staff with mapping and record drawing information. The position works within a general outline of work to be performed, develops work methods and sequences under general supervision of the City Engineer.

**Position Responsibilities - Essential**

*This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Responsible for City-wide GIS administration, including licensing, point of contact, troubleshooting, application and software support, data usage agreements, disclaimers, and other centralized organizational needs.
- Manages City-wide GIS data assets, updates and creates new GIS information as needed.
- Administers the City’s ArcGIS Online account, manages users, access, structure, and other related duties.
- Functions as the primary spatial database administrator, primarily concerned with managing and updating the City’s GIS data warehouse.
- Provides primary cartographic support for the City.
- Responsible for City-wide GIS data integrity, release, and protection. Similarly, responsible for developing and enforcing the legal framework for the City’s GIS data.
- Collects field data where needed using appropriate software and hardware and manages GIS field collection by other staff.
- Scans and manages the digitization of spatial records, including record drawings, and georegisters these as appropriate.
- Responsible for ensuring that GIS data updates are performed regularly and in a timely fashion.
- Ensures that external GIS data requests are suitably managed and/or fulfilled.
- Serves as the main emergency liaison of the Utilities Department, develops reports, books, and GIS products to fulfill emergency management needs, presides over emergency meetings as needed.
- Supervises affiliated staff, if applicable.
- Reports to Assistant Director of Utilities / City Engineer. Coordinates with the Assistant Director of Utilities / City Engineer concerning construction projects.
- Responds to queries/complaints from the public and City Management; researches records for response to legal issues.

**Position Responsibilities - Non-Essential/Other**

- Other duties as assigned

## Essential Skills and Experience

- Requires a Bachelor’s degree in geospatial information science or a related discipline such as geography, computer science, database administration, planning, programming, or the equivalent as determined by the Director of Utilities. A Master’s degree is preferred.
- Requires a minimum of four years in municipal government or equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Experience using the ArcGIS software suite, including ArcGIS Desktop, ArcGIS Pro, ArcGIS Online, ArcSDE, and ArcGIS Enterprise and/or Portal.
- Experience using AutoCAD.
- Experience using the Microsoft Office suite, specifically Word, Excel, Access, and PowerPoint.
- Experience using ArcGIS Online field apps, including Collector, Explorer, Workforce, FieldMaps, and Survey123.
- Ability to read technical instructions, schematics, procedure manuals, and charts, such as record drawings, design drawings, and as-builts.
- Ability to compose reports, forms, and business letters with proper format.
- Ability to communicate effectively, including the presentation of information during meetings and to the Director of Utilities and/or other staff; ability to train other City staff in the use of GIS products.
- Must possess a valid South Carolina driver’s license.

## Beneficial Skills and Experience

- Geographic Information Systems Professional (GISP) certification.
- Master’s Degree in an appropriate discipline.
- Greater than four years in municipal government or equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

## Mental & Physical Demands - ADA Guidelines

### Physical Demands

- |                 |            |                        |              |
|-----------------|------------|------------------------|--------------|
| • Sit           | Constantly | • Reach Above Shoulder | Occasionally |
| • Walk          | Frequently | • Climb                | Occasionally |
| • Stand         | Frequently | • Crawl                | Occasionally |
| • Handling      | Frequently | • Squat or Kneel       | Frequently   |
| • Reach Outward | Frequently | • Bend                 | Frequently   |

### Lifting Requirements

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|---------------------|--------------|-----------------|--------------|
| • 10 pounds or less | Frequently   | • 51-100 pounds | Occasionally |
| • 11-20 pounds      | Frequently   | • >100 pounds   | Occasionally |
| • 21-50 pounds      | Occasionally |                 |              |

### Pushing and Pulling Requirements

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|---------------------|--------------|---------------------|--------------|
| • 12 pounds or less | Frequently   | • 41 to 100 pounds  | Occasionally |
| • 13 to 25 pounds   | Frequently   | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds   | Occasionally |                     |              |

### Definitions

- |              |                |   |
|--------------|----------------|---|
| • <b>N/A</b> | Not Applicable | Activity is not applicable to this occupation                                     |
| • <b>O</b>   | Occasionally   | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)        |
| • <b>F</b>   | Frequently     | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |



- C Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

*The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.*

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Print Employee Name	Employee Signature	Date Signed
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Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed
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