

**Lane Council of Governments
Job Classification**

Job Title:	GIS Principal	FLSA Status:	Exempt
Division:	Regional Technology Services	Range:	28
Reports To:	Program Manager	Last Revised:	August 2000

General Statement of Duties

Plans, organizes and manages applied Geographic Information System (GIS) projects in a broad variety of functional areas including Transportation, Land Use, Natural Resource and Community Safety, including development and implementation of policies, procedures and budget; secures and utilizes resources; represents the organization at various community, state, federal and other agency meetings.

Supervision Received

Work is performed under applicable policies, guidelines, technical standards, and managerial direction. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

Plans, organizes, coordinates, assigns and evaluates the work of professional and technical staff; provides training as needed.

Resource Responsibility

Considerable to substantial responsibility for financial and human resources. Responsible for developing projects and contracts in the applied GIS area. Includes final decisions or recommendations involving effective use of employees, space, materials, and equipment with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Distinguishing Features

The GIS Principal classification is distinguished from the GIS Senior classification by performing very broad and complex duties requiring comprehensive knowledge of GIS capabilities and expertise with broad latitude for independent decision making. Recognized as an expert in the GIS field with knowledge that goes beyond competency.

Essential Job Functions

Plans, organizes and manages the GIS Application Section, project management, and contract development and monitoring, and preparation of progress reports, responses to Requests for Proposals, system studies and other written materials.

Manages and coordinates the activities of staff, plans and organizes workloads and staff assignments. Conducts performance evaluations and resolves personnel matters. Provides training and motivation to employees to ensure effective delivery of services.

Establishes policies, procedures, and performance standards to assure efficient and effective activities that are in compliance with LCOG guidelines, goals, and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.

Coordinates GIS-Other Subfund budget based on staffing and resource requirements, cost estimates, objectives, and goals. The budget is comprised of a variety of contracts and subtasks of other internal projects. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.

Serves as project manager on complex projects; defines tasks, collects and analyzes data, manages budget, writes technical reports, assigns project lead, develops ideas for solving specific problems, presents results to boards, committees, citizen teams and other groups.

Plans and prepares project proposals and estimates; seeks new funding sources.

Provides technical advice and assistance to LCOG management regarding GIS issues. Acts as a resource to LCOG staff and the public for GIS application issues.

Helps plan and implement the growth of GIS applications within LCOG and within the region.

Provides GIS products as requested by outside agencies.

Responds to inquiries from the public by phone and through correspondence; provides information on GIS applications and data to officials, citizens and interested groups.

Facilitates interagency and intergovernmental coordination and cooperation on GIS application projects. Meets with representatives of local units of government, citizens, planning commissions, and the like.

Represents LCOG at various federal, state, and local meetings regarding GIS efforts and activities.

Other Job Functions

Coordinates the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Responds to sensitive or complex inquiries or service complaints.

Attends various meeting and writes a variety of reports related to the work; serves as liaison with user groups, professional organizations, and outside agencies.

Conducts special studies or projects as assigned.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk, meeting table, or computer terminal or standing at a counter. Some travel is required to attend meetings.

Knowledge, Skills, and Abilities

Thorough knowledge of principles, methods, and practices related to GIS.

Thorough knowledge of methods, practices and techniques of systems analysis.

Considerable knowledge of computer applications and ability to use a variety of software products.

Considerable knowledge of hardware capabilities and a wide variety of software applications, including the use of personal computers and networks.

Considerable knowledge of effective supervisory principles and practices.

General knowledge of planning projects.

Considerable knowledge of fiscal management, including budget preparation, expenditure control, and record keeping.

Ability to plan, organize and coordinate, schedule, assign and evaluate the work of professional and technical support staff.

Ability to develop program goals and objectives and conduct planning activities.

Ability to analyze and evaluate operations, develop and implement corrective actions.

Ability to compile and analyze original data and develop logical recommendations based this data.

Ability to organize and make public presentations.

Ability to establish and maintain effective working relationships with other employees, the general public and representatives of other agencies.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.

Ability to develop and implement innovative services in area of assignment.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in GIS, computer science, geography, or related field, and seven years progressively responsible experience in geographic information systems, including supervisory or project management experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.