



POSITION DESCRIPTION

Government Services GIS Program Manager

GIS Program Manager	
EMPLOYEE NAME:	
Position Title:	GIS Program Manager
Classification/Salary Range:	Program Manager / GSAM Range 31
Division/Program:	Government Services / GIS
Reports to:	Division Director
FLSA Status:	Exempt, not eligible for overtime
Representation:	Management position; not unionized
Position Location:	Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose	
<p>Position Purpose: This position exists to plan, organize, manage, and provide leadership for both LCOG's GIS program and the long-standing Lane County regional GIS collaboration known as the Lane Geographic Data Consortium. Includes intergovernmental coordination; strategic planning, development and implementation of policies, procedures, and budget; personnel management; identification of potential work/projects and funding opportunities, securing resources and contracts; and representing the organization at various community, state, federal, and other agency meetings.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee.</p>	
Position Essential Functions	
Develops innovative solutions in collaboration with LCOG's member agencies	

and partners utilizing GIS and data technologies.

Establishes strategic goals and objectives for program operations.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and resolves personnel matters. Provides training and motivation to make full use of individual capabilities. Supervises and provides direction to approximately 10 full-time GIS technical staff.

Establishes policies, procedures, and performance standards to assure efficient and effective GIS services in compliance with LCOG guidelines and objectives.

Prepares program budgets based on staffing and resource requirements, cost estimates, and objectives and goals. Monitors and documents expenditures to assure compliance with approved budget and appropriate staffing levels.

Assures compliance with state and local laws, standards, policies, and guidelines.

Provides technical advice and assistance to LCOG management, other agencies, and customers regarding GIS products and services. Acts as a resource to LCOG staff and partners for program policies and procedures.

Analyzes, recommends, and implements improvements to existing practices and procedures; monitors the status, performance, and quality of on-going and in-progress projects, systems, and services.

Participates in program development and planning including the development and implementation of operations policies, demonstration projects, annual workplans, and ongoing program evaluation.

Researches, analyzes, and evaluates legislation and state and federal policies and standards affecting GIS data and services delivery; presents findings in oral and written reports and presentations.

Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, and surveys. Prepares graphics and presentation materials for written reports and presentations; presents reports to elected and appointed officials, committees, and work groups, as needed; provides training as needed.

Organizes and participates in statewide and regional workshops to assure best

GIS practices, data standards, and innovation.

Communicates and responds to inquiries from member agencies and customers; provides information on program activities.

Facilitates interagency and intergovernmental coordination and cooperation on comprehensive projects; meets with representatives of state and local units of government, citizens, boards, steering committees, and the like.

Represents LCOG and LCOG's member agencies at various federal, state, and local meetings regarding a wide range of GIS technical and data matters.

Other Duties of Position

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, and presents results to boards, committees, State and local member agencies, and other groups.

Helps plan and implement the growth of GIS applications within LCOG and within the region and provides GIS products as requested by both internal LCOG programs and outside agencies.

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.

Plans and conducts special assignments as directed by the division director.

Demonstrates exemplary customer service including establishing and maintaining good working relationships with fellow workers, LCOG's member agencies and customers, and promotes same among program staff.

Commitment to working effectively with clients and colleagues from diverse backgrounds, in support of an inclusive and respectful environment.

Regular and on-time attendance.

Performs other duties as assigned.

Minimum Qualifications

Bachelor's degree in geographic information systems (GIS), planning, or related field (master's degree desirable), and seven years of progressively responsible professional experience working on projects related to the designated program area, including lead or supervisory experience, or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the essential functions of the position.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____