



POSITION DESCRIPTION

Government Services GIS Principal

GIS Principal

EMPLOYEE NAME:

Position Title: GIS Principal

Classification/Salary Range: GIS Principal / EA Range 28

Division/Program: Government Services / GIS

Reports to: Program Manager

FLSA Status: Exempt, not eligible for overtime

Representation: Employees Association

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Position Purpose

The position architects, plans, organizes, and manages enterprise and applied Geographic Information Systems (GIS) and nonspatial data projects and systems in a broad variety of functional areas including Transportation, Land Use, Utilities, Natural Resource, and Community Safety, including development and implementation of policies, procedures, and budget; secures and utilizes resources; represents the agency at various community, state, federal, and other meetings.

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.

Position Essential Functions

Plans, organizes, and manages the Regional Enterprise GIS, 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. Provides training and motivation to employees to ensure effective delivery of services.

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

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 Enterprise GIS systems and applications within LCOG and within the region.

Documents and validates Enterprise GIS system architecture.

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, area residents, 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 Duties of Position

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

Provides back-up support to other positions and assistance to regional partner agencies when needed due to absence, periods of heavy workload, or other reasons.

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.

Regular and on-time attendance.

Plans and conducts special assignments as directed by the manager.

Other duties as assigned.

Minimum Qualifications

Degree in an area of study that provides GIS-related education, such as Geography, Planning, Computer Science, Data Science, Geospatial Science, or other related field, and seven years of progressively responsible experience in data management; or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Thorough knowledge of principles, methods, and practices related to GIS and databases. Thorough knowledge of statistical and analytical modeling methods, practices, and technologies.

Strong analytical abilities with proficiency working with spreadsheets and database reporting tools. Ability to research, compile and analyze original data and develop logical recommendations based on this data.

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

General knowledge of planning projects.

Experience with administration of the Esri Enterprise environment.

Advanced knowledge of Esri ArcGIS Pro, and ArcGIS Online.

Advanced understanding of SQL Server or related RDBMS skills.

Advanced knowledge of and experience with process automation, modeling, and extract-transform-load (ETL) concepts & implementations; preferably using Python, SQL, or Esri ModelBuilder.

Experience developing web applications (standalone and hosted) using JavaScript & ArcGIS Arcade.

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

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

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

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

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

Excellent inter-personal skills and the ability to work with partner agencies as well as independently. Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations, and to make public presentations.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____