



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Cooperative GIS Program Manager	FLSA:	Exempt
DEPARTMENT:	Information Technology	REVISED:	

Summary: Under limited supervision, plans and manages the development of the Cheyenne and Laramie County Geographic Information System (GIS) Program; promotes the program, identifies priorities, coordinates development activities with other agencies, and assures the program achieves strategic and tactical goals.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Develops and implements GIS Program strategies to accomplish City and County plans and goals; reviews GIS needs, and determines GIS development requirements; determines scope and priorities of projects, and coordinates development through Cooperative GIS Program.
- Represents the GIS Program to other City and County departments, elected officials and external agencies; directs the coordination of GIS activities with departments, outside agencies and organizations.
- Manages GIS Program development; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues, and recommends solutions.
- Oversees special GIS projects; provides leadership, direction and guidance in GIS technical strategies and procedures; assures effective communication of strategies and issues.
- Reviews and oversees quality control procedures to assure integrity of GIS database and accurate consolidation of data sets; maintains data library, and coordinates data sharing strategies.
- Manages development of a technical infrastructure to support present and future operational needs; assures compatibility and performance of integrated GIS systems.
- Interprets user concerns, defines desired results, develops solutions, and recommends direction of new GIS strategies; develops solutions to address coordination and integration of technologies.
- Participates on various GIS technical and advisory teams; provides advice and information on GIS data management and acquisition issues; identifies training needs, and develops training plans for staff and clients.
- Manages and coordinates numerous internal and external resources, including managing contracts and grants; maintains current and accurate financial and resource information on GIS operations.
- Attends meetings, makes presentations and serves as the principal planning and development advisor to the City and County on GIS programs and issues; monitors and reviews regional trends in GIS, and recommends operational improvements.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of City and County organization, goals, objectives, policies, procedures.
- Knowledge of the principles of Geographic Information Systems, including computerized data compilation, conversion, presentation and database management standards.
- Knowledge of principles and practices of technology management and systems integration in a government environment.
- Knowledge of the principles of surveying, mapping, global positioning systems and usage of aerial photography and satellite imaging.
- Knowledge of GIS computer languages, cartographic technologies and protocols.
- Knowledge of networked computer system environments and device capabilities.
- Knowledge of the principles and practices of strategic planning, project planning and management, and contract management.
- Knowledge of principles and techniques of GIS system development, application software, structured query language, spatial and tabular databases.

- Skill in analyzing GIS issues, evaluating alternatives, and making recommendations based on findings.
- Skill in analyzing needs of City and County departments and prioritizing GIS systems to meet their needs.
- Skill in understanding and working with data from multiple public and private sources.
- Skill in reading, understanding, developing, manipulating, and analyzing geographic information in a variety of data formats, including raster and vector data.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in presenting information in a public speaking setting such as training sessions, and public and interagency meetings.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, City and County staff and the general public.
- Skill in operating a personal computer utilizing a variety of technical software applications.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Bachelor's Degree in Geography, Computer Science, or related field; and four (4) year's experience in managing spatial data in a GIS program; OR equivalent combination of education, training and experience; AND successful completion of a criminal history and background check.