

**Job Title: GIS Director**

**Department: GIS**

**Reports To: Administrator**

**FLSA Status: Exempt**

**Prepared Date:**

### **Summary**

Under limited supervision, manages and oversees the County's Geographic Information Systems (GIS) program, including enterprise GIS operations, data integrity, application development, and staff supervision. Coordinates GIS initiatives across departments to support decision-making, planning, and operational efficiency. Serves as a technical and administrative leader ensuring the effective use of GIS technology throughout the organization.

### **Essential Duties and Responsibilities**

- Plans, directs, and manages all GIS operations including database management, application development, and system maintenance.
- Supervises GIS staff, assigns work, evaluates performance, and provides training and professional development.
- Ensures accuracy, integrity, and security of GIS data and enterprise geodatabases.
- Oversees development and maintenance of web-based GIS applications, dashboards, and reporting tools.
- Coordinates GIS support services for County departments, elected officials, and the public.
- Develops and enforces GIS standards, policies, and procedures.
- Manages GIS-related budgets, software licensing, and hardware procurement.
- Leads and participates in special projects including planning initiatives, infrastructure mapping, and emergency response support (E911/NG911).
- Provides technical expertise in ESRI ArcGIS platforms including ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise.
- Develops and maintains automated workflows using Python and other scripting tools.
- Responds to public records (FOIA) requests and prepares data deliverables.
- Represents the County in meetings with stakeholders, consultants, and regional partners

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree in GIS, Geography, Planning, Computer Science, or related field required. Minimum of five (5) years of progressively responsible GIS experience, including supervisory or leadership experience preferred. Master's degree and/or GISP certification preferred.

### **Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Knowledge of, and ability to, appropriately convert and apply various different measurement units, both historical and modern.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

Microsoft Office and Extensive knowledge of ESRI ArcGIS platforms including ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to stand and walk, including in outdoor environments with moderate terrain. The employee must frequently lift and/or move up to 10 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.