

SNOHOMISH COUNTY JOB DESCRIPTION

GIS SUPERVISOR - DoIT

Spec No. 3233

BASIC FUNCTION

To perform supervision within the Department of Information Technology (DoIT) to provide oversight, evaluation, direction, analysis, design, programming, testing, implementation and support of complex Geographic Information Systems (GIS) software, hardware and geospatial data management development projects and systems across County departments.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides supervision to subordinate employees on assigned projects related to GIS services and other elements of the Applications team; reviews employee work for completeness, timeliness and accuracy; conducts periodic employee performance evaluations of assigned staff; and administers progressive discipline as required.
2. Plans, coordinates, and administers the operation of county-wide Geographic Information Systems (GIS) including software and hardware acquisition, standards compliance, database administration, and GIS related systems analysis and programming.
3. Serves on GIS Committee; leads policy and technical subcommittees; establishes county GIS strategic plan.
4. Establishes and maintains open communication with client departments focusing on GIS needs and represents DoIT before various professional or action committees, other local governments, public meetings, boards or councils to provide information regarding GIS efforts.
5. Coordinates GIS application projects and support services, organizes and schedules technical tasks, creates status/progress reports in order to assure schedule and budget milestone compliance, and reviews work of assigned staff as directed by the IT Manager - Applications.
6. Analyzes GIS application programming and data requirements, reviews user requirements, and recommends appropriate GIS application design, development, testing and-implementation procedures.
7. Reviews existing manually maintained data and available digital data to support GIS applications, and recommends appropriate GIS database design, development and maintenance procedures.
8. Designs and develops GIS and related automated routines and custom programs; writes, tests, debugs and implements software routines and programs to fulfill geospatial application requirements; tests procedures and programs to assure that desired results are achieved; and makes necessary changes to correct deficiencies.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Performs advanced geospatial analytical, geoprocessing and programming functions, including input, editing, manipulation, management, analysis and output of spatial and related tabular data sets; and operates corresponding computer equipment, i.e., workstations, tape drivers, digitizers, plotters and printers, as required.
10. Coordinates and assists users in the management of geospatial data or the maintenance of data quality assurance and quality control standards.
11. Provides technical support for users and user groups; makes technical presentations and provides corresponding software training as required.
12. Prepares written reports and documentation which describe GIS and related application procedures, data requirements, software functions, and work that will be performed or that has been completed.

STATEMENT OF OTHER JOB DUTIES

13. May be assigned to analyze, design and implement interfaces between GIS hardware and software and other computer systems as necessary to automate business functions within client agencies and departments.
14. May be assigned to support the IT Manager – Application in administrative duties as needed.
15. May be required to perform all the duties of subordinate classifications.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in GIS, computer science or related field; AND, five (5) years of progressively responsible experience in GIS application development, programming or support, including supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and skills. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required.

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques
- current county GIS software, hardware and data standards to manage and utilize geospatial data
- advanced GIS concepts, strategy, geoprocessing functions and techniques
- and complex geospatial data management tools and procedures
- GIS software, hardware and peripherals, including proper integration with other information systems
- current GIS programming and systems analysis techniques
- principles and procedures of project management and work organization

Ability to:

- assume responsibility for effective use of county resources and meeting deadlines
- exercise good judgment as to when to act independently and when to refer situations to higher authority
- effectively supervise, train, coordinate and evaluate the work of subordinate employees
- conduct employee performance reviews and apply progressive discipline if necessary
- use county standard GIS hardware and software and related peripheral equipment
- train others in the use of GIS related software and hardware
- independently analyze and solve problems and assist others in problem-solving
- communicate effectively verbally and in writing
- maintain required records and prepare necessary reports
- establish and maintain effective working relationships with client departments, vendors, superiors and associates
- read, understand and apply technical manuals and procedures
- work under pressure and meet deadlines

SUPERVISION

Employee receives supervision from IT Manager - Applications. Work is performed with a high degree of independence and is reviewed periodically for conformance with established departmental policies, procedures, and quality assurance standards.

WORKING CONDITIONS

The work is performed in the usual office environment with trips to locations throughout the county for the purpose of data collection, quality control, and to increase understanding of projects. Employees are on-call during off duty hours, 24 hours a day, 7 days a week, and are

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WORKING CONDITIONS (Continued)

required to work evenings, weekends and holidays as necessary. Prepares for and provides GIS support during emergency situations including floods, earthquakes, and storms.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 1998

Revised: March 2017

EEO Category: 2 – Professionals

Pay Grade: 754 – Information Services Pay Plan

Workers Comp: 5306 Non-Hazardous