

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: GIS Systems & Database Manager**

**Department: Public Works**

**Pay Grade: GS.13**

**Supervision Received From: Manager, IT Public Works**

**FLSA Status: Exempt**

**Supervisory Responsibility For: GIS Technician & Analysts**

**Established: 12/07/15**

**Revision Dates: 4/16/25;**

**10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for supervising and evaluating the work of the GIS staff. Duties include training and leading staff, designing, administering and coordinating the City wide Geographic Information System (GIS). Collaborates with multiple City and County agencies on the inclusion and presentation of information. Provides technical expertise and training to users, ensures that the GIS data infrastructure is up to day and current. Work requires the use of independent judgment and discretion.

**SERIES LEVEL:** This GIS Systems & Database Manager is the fourth level of a four level GIS series.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Manage GIS staff to ensure that projects meet assigned deadlines, prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe work environment; and making hiring, termination and disciplinary recommendations.

Manages the day to day activities of division, which includes: planning, coordinating, administering and evaluating programs, projects, processes, procedures, systems, and standards; ensuring compliance with Federal, State and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and working to integrate and coordinate service area.

Maintains GIS data infrastructure, ensuring currency and accuracy of application. Develops GIS and database solutions to meet individual department needs.

Administers the ESRI Enterprise and AGOL GIS system, including planning, managing, and coordinating GIS application upgrades and data enhancements.

Manages the functionality of the GIS systems. Designs and maintains ESRI GIS applications, hardware, software and databases.

Researches and recommends software, hardware, applications, and process improvements relating to the GIS, GPS and UVA data collection systems.

Negotiates and manages external RFP's and GIS data related contracts.

Coordinates with Hamilton Geospatial Services for the Enterprise GIS data updates, acquisition, project management, invoicing and payments for Enterprise GIS data delivery from Hamilton County Geospatial Services for the City GIS.

Documents, designs, codes, and tests GIS models, Internet mapping solutions, and GIS applications; designs and carries out GIS procedures; performs programming for data creation, analysis, conversion and transfer, graphic production, and project reporting.

Performs integrated computer programming, data analysis, development of ESRI GIS web and mobile applications, including maintaining existing systems and researching future enhancements.

Generates new data layers, data sets, and other GIS database tables.

Prepares training materials and gives presentations to users; interfaces with and serves as a liaison to clients regarding special requests and operational issues; ensures GIS products are delivered within acceptable timeframes; solicits feedback for future improvements.

Develops GIS application documentation and creates applicable user guides and materials.

Prepares and administers the division budget.

Uses, carries, and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Computer Science, Geography, or GIS or closely related field and eight (8) years previous experience with GIS software tools and GIS workflow, project management, budgeting, and purchasing. Previous experience must also include two (2) years of serving in a supervisory or management-level capacity; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: URISA GIS Professional Certification (Preferred).

-The Microsoft Certified Database Administrator certification has been retired, but does not expire, and is now considered a legacy certification.

**SUPPLEMENTAL INFORMATION:**

Knowledge of GIS principles, practices, and methods; database development practices; data collection and analysis methods; applicable programming languages; GIS software tools; GIS workflow principles; project management principles; basic budgeting principles; and, customer service principles.

Skill in managing projects; providing customer service; using computers and related software applications; developing and monitoring budgets; monitoring GIS infrastructure for currency; designing GIS and database systems; installing and maintaining GIS software; facilitating training; programming and customizing GIS software; and, communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.