



EMPLOYMENT OPPORTUNITY

Geographic Information System (GIS) Manager

Shenandoah County is inviting applications for the position of *GIS Manager*.

Shenandoah County is currently recruiting a professional to plan, organize, direct, maintain and manage the County's GIS system.

Candidates interested in this position should possess a combination of education and technical experience in the field of managing and maintaining geographic information systems. Specific education, experience, and training as well as essential functions and requirements are outlined in the formal job description.

The annual pay range for this FLSA non-exempt position is \$60,497—\$89,808 commensurate with qualifications and experience. The County offers an excellent benefits package, including Virginia Retirement System, health and dental insurance, vacation and sick leave, and holidays. The successful candidate must pass a pre-employment, post-offer drug screening and background check.

The County application and position description are available in the links provided below, or in the Office of the County Administrator, 600 North Main Street, Suite 102, Woodstock, VA 22664, 540-459-6165. Completed applications are required. Applications may be submitted in person or by mail to the aforementioned address. Applications may also be submitted electronically to: jobs@shenandoahcountyva.us

The position will close at 2:00 pm prevailing time on Wednesday, August 3, 2022.

Shenandoah County is an Equal Opportunity Employer

GEOGRAPHIC INFORMATION SYSTEM MANAGER

JOB PURPOSE:

Performs intermediate professional work planning, organizing, maintaining and directing the County's GIS program; does related work as required. Work is performed under the general supervision of the County Administrator or designee. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Planning, developing, maintaining and implementing the geographic information system, database and programs; scheduling and coordinating work; training personnel; troubleshooting and resolving problems; preparing and maintaining detailed files and records.

- Manages the geographic information system database; implements application of geographic information system and automated map needs;
- Provides automated maps and related technical work in the preparation and maintenance of maps;
- Creates and maintains the accuracy of political, emergency, zoning and district boundaries;
- Converts digital maps and hand-drawn maps to GIS format, including attribute data;
- Creates and maintains the standards for the database, context, format, design and maintenance procedures;
- Plots maps and reports for various departments;
- Assists County employees in the proper use of geographic information system products and interpreting maps and other records;
- Creates, produces and maintains the County road atlas with a concentration on addresses and centerlines;
- Oversees any GPS projects such as addressing;
- Coordinates and maintains working relationships with outside agencies and consulting firms;
- Prepares departmental budget, monitors expenditures, consultant contracts and software maintenance agreements;
- Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, computer science, planning, engineering or related field and considerable experience with geographic information system design and maintenance including some experience with ESRI GIS software.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of automated mapping and information processing methods and techniques; considerable knowledge of the capabilities of automated mapping and geographic information processing systems; general knowledge of cartographic principles and remote sensing, automated mapping, GIS database design and structure; general knowledge of GIS hardware and software components, general knowledge of GPS principles, data communication and network methods and techniques; general knowledge of land surveying techniques; ability to train employees in the operation of GIS hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public.

SPECIAL REQUIREMENTS:

None

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.