



Cobb County Government GIS MANAGER

SALARY	\$32.83 - \$54.17 Hourly \$68,281.45 - \$112,664.40 Annually	LOCATION	Marietta, GA
JOB TYPE	Full-Time	JOB NUMBER	02714
DEPARTMENT	Tax Assessors	OPENING DATE	09/22/2023
CLOSING DATE	10/6/2023 11:59 PM Eastern	GRADE CODE	114

Position Information

The purpose of this classification is to supervise the day-to-day operations and staff involved in developing and maintaining geographic information systems (GIS), analyzing geographic data, performing GIS computerized mapping functions, and providing related technical services and support to an assigned department.

Essential Functions

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and

inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Manages the a department's use of geographic information systems (GIS): develops, plans, and implements long and short term strategic plans, goals, and objectives for the County in the area of GIS; evaluates performance of current systems/programming in relation to growing needs of the County; evaluates system's effectiveness and identifies needed changes, modifications and/or enhancements.

Manages GIS projects: establishes project priorities; develops plans for implementing changes to include lifecycle plans that identify the order, timing and priority of system changes; recommends methodologies, data sources, and software tools; recommends changes to current technology systems or applications in order to meet organizational needs; identifies new processes and alternatives to resolve problems or improve/enhance operations.

Develops and implements standards, policies and procedures: maintains written standards for the management of GIS data; documents and reviews procedures for the maintenance of specific datasets; develops and documents policies regarding the sharing of GIS data; establishes and enforces best practices; consults with management in design of data management procedures.

Serves as a liaison to the County's GIS user group: supports GIS in other departments; plans and implements system-wide GIS upgrades and solutions; coordinates data exchange; and supports other departments with major projects requiring cross-departmental analysis and coordination.

Develops, installs, and maintains the GIS mapping and database system for the department; installs and maintains servers and desktop software and hardware; troubleshoots software and database problems; creates standard or custom database queries and reports; and maintains the GIS server database and mapping applications.

Provides highest-tier support for GIS system; manages data models and ensures compliance to design; explains data schemas; and provides technical support for workflows and procedures, in addition to software installation, configuration, and training.

Manages GIS aspects of departmental projects: manages geospatial data; designs and queries databases; conducts advanced GIS analysis and modeling; analyzes complex geographic data; conducts analysis of datasets and databases; produces digital statistics; and compiles data and submits related reports.

Establishes procedures for workflow from inception of data to final product; provides technical assistance and oversight to other unit staff in the use and management of the department's GIS/CADD systems and data.

Analyzes complex geographic data: queries databases for analytical information and conducts analysis of datasets; and produces digital statistics; conducts research of maps, legal/court records, computer databases, Internet sites, hardcopy materials, or other sources as needed; and collects and organizes data for report generation.

Maintains system proficiency with the use and capabilities of the selected GIS software as the system capacity expands.

Manages projects for Department of Transportation (DOT) GIS related technology projects and contracts and serves as the technical lead on department projects that include GIS components; manages the SPLOST (Special Local Option Sales Tax) Transportation Technology component and develop projects to be funded.

Performs other related duties as assigned.

Minimum Qualifications

Bachelor's Degree in Computer Science, Geography, Geographic Information Science, or related field required; supplemented by five years of progressively responsible experience in geographic information systems, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses and Certifications

Must possess and maintain a valid Driver's License.

Physical Abilities

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

Essential functions are regularly performed without exposure to adverse environmental conditions.

Agency

Cobb County Government

Address

100 Cherokee Street
Suite #200
Marietta, Georgia, 30090

Phone

770-528-2541

Website

<http://www.cobbcounty.org>

GIS MANAGER Supplemental Questionnaire

*QUESTION 1

I understand that all answers to these supplemental questions must be verifiable in the 'Educational History' and 'Work History' sections of the application. Failure to provide sufficient information in these sections may result in my disqualification from the hiring process.

- Yes
- No

***QUESTION 2**

Are you a current Cobb County Government employee?

Yes

No

***QUESTION 3**

If yes, in what department of Cobb County Government are you currently employed? (Enter N/A if not applicable - This does not include Cobb County School District employees).

***QUESTION 4**

Can you, after employment, submit proof of your legal right to work in the United States?

Yes

No

***QUESTION 5**

I have read the Minimum Qualifications required for this position and understand I must demonstrate those qualifications on the application in order to be considered for this position. Furthermore, a failure to adequately demonstrate all qualifications may result in my removal from consideration. Lastly, I understand indicating "see resume" on the application and/or in a supplemental question response, may not be accepted in lieu of a completed application.

Yes

No

***QUESTION 6**

Do you have at Bachelor's Degree in Computer Science, Geography, Geographic Information Science, or related field; supplemented by five years of progressively responsible experience in geographic information systems, to include management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job?

Yes

No

***QUESTION 7**

Do you have a valid driver's license?

- Yes
- No

***QUESTION 8**

How many years of experience do you have in geographic information systems?

- Five to seven years
- Seven to nine years
- More than nine years

***QUESTION 9**

How many years of experience do you have working in a management role?

- One to three years
- Three to five years
- Five to seven years

***QUESTION 10**

Please describe your management experience in detail, as well as the number of employees that you provided oversight to. Enter N/A if this does not apply. "See resume" will not be accepted.

***QUESTION 11**

How many years of experience do you have in supporting and maintaining GIS servers and systems?

- No experience
- Less than five years
- Five to seven years
- Seven to nine years
- More than nine years

***QUESTION 12**

Do you have experience in GIS/CADD support in a public sector or governmental environment?

- Yes
- No

QUESTION 13

Describe your experience in providing GIS/CADD support in a public sector or governmental environment. Please provide the name of the public sector or agency and your exact duties performed. Enter N/A if this does not apply. "See resume" will not be accepted.

***QUESTION 14**

If you receive a conditional offer of employment, you will be required to satisfactorily complete the following elements: a criminal background check and a Motor Vehicle Report (MVR) check. Please note that a criminal conviction may not disqualify you from consideration. Are you willing to accept these terms?

- Yes
- No

*** Required Question**