



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

GIS MANAGER

EFFECTIVE DATE: 09/05/2023

DEPARTMENT: General Government	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: [TBD]	RANGE: 23S	PENSION: IMRF	UNION: N/A
REPORTS TO: Assistant Village Manager	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: Class D Illinois Driver's License <i>Certifications such as ArcGIS, ITIL, GISP, or other related certifications preferred.</i>

SUMMARY:

The GIS Manager oversees the coordination, implementation and management of the Village's strategies and initiatives for Geographic Information Systems (GIS). The GIS Manager is a creative and collaborative professional who works closely with all Village operating departments. The GIS Manager serves as an active member of the Village's Management Team and oversees the day-to-day management of the Village's GIS staff. This position requires independent judgement, initiative, and the ability to maintain confidentiality while managing multiple projects and deadlines with minimal supervision. The GIS Manager is responsible for determining the strategic direction of the Village's GIS function, as well as the integrity of the Village's GIS databases, GIS servers and ESRI (Environmental Systems Research Institute, Inc.) GIS mapping software. Responsible for performing analytical, technical and administrative work in planning, design, and maintenance of the Village's GIS system. Analyzes, acquires, creates and maintains spatial and tabular GIS data and appropriate metadata to meet the needs of internal and external clients.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Provides leadership, direction and guidance for Village-wide GIS initiatives. Consults with Village leadership and departmental staff regarding project specifications; evaluates and prioritizes needs; conducts spatial analyses; and makes recommendations. Produces high quality maps or other visual material needed for public presentations or special projects.	Daily 25%
2.	Participates with Village Management Team in policy and strategic plan development related to GIS as an analytical and communication tool. Supports efforts related to capital infrastructure planning, budgeting, public dashboards, and various special projects. Works in a confidential capacity to research and implement GIS-based solutions to further Village goals. Analyzes current business processes and recommends best-practice solutions utilizing GIS. Exercises a considerable amount of decision making regarding the manipulation of data and the creation of new GIS maps.	Daily 25%
3.	Administers the Village's enterprise GIS, including managing the GIS server, installing, and maintaining GIS software (ArcGIS Enterprise), troubleshooting software issues, maintaining the Village's online GIS (ArcGIS Online) and maps on the Village's website, and securing programs and equipment. Collaborates closely with the Information Technology Department on technical initiatives.	Daily 25%
4.	Installs and maintains new and/or existing hardware/software for GIS, while insuring compliance with the established Village hardware and software standards and compliance with licensing contracts.	Daily
5.	Ensures successful GIS integration with other Village information systems, including but not limited to asset management, permitting and finance systems.	Daily 10%
6.	Supervises and provides leadership to GIS technical staff, including hiring, training and managing work tasks. Monitors compliance with the Personnel Policy Manual and monitors performance using established procedures	Weekly 10%
7.	Assists with development of contract specifications and monitors the work of contract personnel. Works with GIS vendors to ensure proper acquisition, installation, operation, and maintenance of GIS-related resources.	Weekly 10%
8.	Keeps abreast of updates and new innovations in GIS. Reviews information from professional publications and publications learned at seminars concerning changes in user and system software, hardware requirements and best practices.	Monthly 5%
9.	Provides technical advice, staff training and education, and consultation to Village employees to ensure efficient use of GIS systems.	Monthly 5%
10.	Coordinates with various other governmental agencies to acquire, distribute, and integrate GIS data and applications.	Monthly 5%
11.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Attends division, departmental, and Village meetings and serves as a member of various employee committees and task forces when required or assigned.
2.	Educate employee groups on use of GIS.
3.	Technical liaison to other departments as needed.

SUPERVISORY RESPONSIBILITIES: <i>(Select one – required)</i>
<p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <i>(List specific responsibilities below)</i></p> <p>The GIS Manager is responsible for daily supervision of GIS staff, including the GIS Specialist. Management of consultant staff may also be required.</p>

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. **However, any combination of equivalent education or experience may be considered.**

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

GIS, Geography, Information Technology, Cartography or Closely Related Field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

***2 years supervising employee(s) preferred
2 years coordinating or managing GIS for an organization***

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software

Required: Proficiency in Microsoft Office, ESRI ArcGIS Enterprise suite (current version), ArcGIS Pro, ArcGIS Online, ArcGIS Apps.

Desired: Experience with SQL, Python or other GIS programming language; HTML; Adobe Creative Suite.

Certifications such as ArcGIS, ITIL, GISP, or other related certifications preferred.

- Specialized applications and/or certifications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Thorough working knowledge of current GIS technologies and expert technical skill in application of current GIS technologies to resolve problems and meet organizational needs.
- Proficiency in the ESRI ArcGIS Enterprise suite (current version). Proficient in the ESRI suite of software including ArcGIS Pro, ArcGIS Online, ArcGIS Apps, and ArcGIS Enterprise.
- Prior experience with Microsoft SQL, Python, Arcade, Model Builder, or other GIS programming languages preferred. Experience with Adobe Illustrator and Adobe Acrobat Pro preferred.
- Working knowledge of MS Office including Word, Excel, Access, PowerPoint, and Outlook required. Customer service systems and database management experience required. Previous experience with enterprise systems and web content management systems preferred.
- Thorough working knowledge of GIS conceptualization, design, composition and production of complex cartographic and other spatial data displays.
- Thorough working knowledge of the principles and practices of database design, development and administration.
- Ability to interact positively and objectively with department directors, elected officials, coworkers, end-users, user committees, vendors, consultants, and internal and external clients from a wide range of cultural and socio-economic backgrounds and with varying levels of technical knowledge and skills.
- Understanding of the benefits of GIS for maintaining critical geographic information, use as an analytical tool, and as a communication tool.
- Thorough working of research methods and techniques related to collecting, analyzing, and evaluating geographic/land use related data.
- Ability to manage projects and provide daily supervision of subordinate staff and contractors.
- Ability to create, communicate and monitor developmental objectives and performance goals for staff under the supervision of this position.
- Familiarity with administrative and management principles, practices and procedures.
- Effective written, oral, and interpersonal communication skills. Ability to present ideas and technical concepts clearly and logically.
- Ability to lead and educate employee groups on use of GIS.
- Ability to prioritize the workload and maintain project schedules.

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	<u> X </u>	_____
Walks	_____	_____	<u> X </u>	_____
Sits	_____	_____	<u> X </u>	_____
Uses fingers in a repetitive motion	_____	_____	<u> X </u>	_____
Uses hands to grasp, finger, handle, or feel	_____	<u> X </u>	_____	_____
Reaches with hands and arms above shoulder	_____	<u> X </u>	_____	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	<u> X </u>	_____
Tastes or smells	<u> X </u>	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	<u> X </u>	_____	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	<u> X </u>	_____	_____
Lifts or move 10 to 20 pounds (light)	_____	<u> X </u>	_____	_____
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	<u> X </u>	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

- X Absence of color blindness
- X Corrected vision of...
- _____ Uncorrected vision of...

<i>As required by the ILSOS to operate a motor vehicle.</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions) <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	_____	_____	<u> X </u>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<u> X </u>	_____	_____	_____
Works near moving mechanical parts	<u> X </u>	_____	_____	_____
Works in high precarious places, underground, or confined spaces	<u> X </u>	_____	_____	_____
Flying debris or airborne particles	_____	<u> X </u>	_____	_____
Fire, smoke, fumes, gases, or noxious odors	<u> X </u>	_____	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	<u> X </u>	_____	_____	_____
Extreme illumination	<u> X </u>	_____	_____	_____
Low noise level (Normal voice tones)	_____	_____	_____	<u> X </u>
Moderate noise level (Raised voice levels)	_____	<u> X </u>	_____	_____
High noise level (Shouting/ear protection may be needed)	<u> X </u>	_____	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____