Title: GIS Manager

Job Responsibilities: The GIS Team Manager is responsible for setting up the GIS Team and managing its day-day to operations, including organizing, planning, directing and controlling.   The manager also has the general responsibility for ensuring that the GIS Team's mission is accomplished in a timely and cost-effective manner.

Job Activities/Functions
- Planning and budgeting for all GIS activities.
- Overall management of personnel assigned to GIS Teams.
- Investigating and proposing future GIS Team activities.
- Providing an interface between IT and GIS staff.
- Monitoring the performance of all GIS Team members.
- Monitoring the performance of the products and services provided by the GIS Team including throughput and turnaround time.
- Making periodic reports to management on GIS activities.
- Evaluating technological advances and promoting usage of appropriate technology and applications among various end-users.
- Developing and implementing policies and procedures to guide operations.
- Responsible for all budgetary matters relating to the program specifically, managing all contracts, developing, and tracking all budgets.
- Securing funding and managing all aspects of these activities.
- Meeting regularly with IT staff to coordinate interface and utilization of data within IT.
- Ensuring the quality of GIS products and services (e.g., standards development).
- Hiring and training the GIS Team staff.
- Promoting the GIS Team to the organization and marketing it to individual user departments, by means of presentations, preparation of brochures, follow-up visits to customer areas and the like.

Qualifications
- 8-10 years of progressive experience in a GIS environment
- 3 years hands-on experience, working with Esri's ArcGIS suite
- Advanced knowledge and experience with GIS industry principles, theories and best practices
- Knowledge of utility company functions like Geometric Networks and Linear Referencing
- Experience in large GIS projects above $1M
- Ability to create reports or exports using SQL or other GIS tools
- Ability to utilize multiple large GIS datasets with differing formats and coordinates
- Experience with GIS mapping applications used for utility asset management
- Substantial understanding and experience using and manipulating Oracle databases
- Exceptional attention to detail and well developed organizational skills

Desired

- Bachelor's Degree (in geography, cartography, planning, computer science or related field with an emphasis in GIS/GPS)
- Proficiency with Project Management tools
- Well-developed leadership and project management skills; must be a team player with the ability to navigate large, complex organizations