

TITLE: GEOGRAPHIC INFORMATION SYSTEMS SUPERVISOR

DEFINITION: Under supervision, plans, coordinates, and supervises activities and personnel involved in the administration, research, development, design, plan review, , and implementation of Geographic Information Systems (GIS) databases for a variety of municipal, harbor, water and waste water engineering, and building projects.

EXAMPLES OF DUTIES:

- Provides leadership, direction, and guidance on Geographic Information Systems (GIS) technical strategies and procedures;
- Ensures effective communication of issues and strategies with GIS team and internal divisions and external project stakeholders (e.g. other City of Long Beach departments, utility companies, tenants, Caltrans, Army Corps, NOAA, AAA, etc.);
- Supervises the work of the GIS team including evaluating employee performance and managing work schedules;
- Coordinates special GIS projects related to engineering applications;
- Evaluates and analyzes GIS team issues, prioritizes and assigns tasks and projects, recommends and implements solutions and reviews the work of staff;
- Develops GIS practices to provide data, services, support, and resources to divisions;
- Develops and adheres to Quality Assurance/Quality Control (QA/QC) standards and procedures for maintenance of GIS data systems;
- Collaborates and coordinates with Information Management staff and managers to support enterprise wide access to GIS databases through standard web browsers;
- Monitors GIS database environment, functionality and GIS access via standard web browsers;
- Interfaces closely with Information Management staff and managers to support, organize, assess and test technical needs for GIS database maintenance and engineering applications;
- Responds to emergency conditions, such as water line breaks and sewer sinkholes that may require going out to the field;
- Recommends and participates in solutions to respond to emergency situations by providing map exhibits, summaries, databases, digital files, etc. to decision makers;
- Provide direction and requirements to staff and consultants on GIS databases for water, sewer and storm drain, electric, communications and other infrastructure related to master plans and engineering studies;
- Prioritizes development of component layers and structure of spatial data;
- Develops and implements GIS policies and procedures necessary for the input, security, maintenance, and reporting of geographic data;
- May review Harbor Development Permits (HDP's) from GIS and engineering point of view;

- Serves as subject matter expert on GIS topics and provides leadership in the deployment of GIS technology for engineering applications and provides advice and information on GIS data maintenance and acquisition issues;
- Identifies training needs and develops training plans for staff and clients;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major coursework in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field (**proof required**) **-AND-** a minimum of three years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

OR

- Associate's degree from an accredited college in Geography, Computer Science, Engineering, Business Administration, Mathematics, Urban/Environmental Planning, Environmental Science, or a related field (**proof required**) **-AND-** a minimum of five years of paid, full-time equivalent experience in the use and administration of Geographic Information Systems, and includes one year in a lead or supervisory capacity.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GIS strategies, procedures and software tools.
- Technical knowledge of utilities applicable to GIS system for database maintenance and engineering applications.
- Ability to supervise technicians, analysts, and other positions related to GIS projects and programs.
- Ability to communicate effectively both verbally and in writing;
- Ability to present technical information in a clear and concise manner;
- Ability to work occasional nights, weekends, holidays and overtime as required;
- Must be able obtain a Transportation Worker Identification Credential (TWIC) prior to passing probation.
- A valid motor vehicle operator's license is required

HISTORY:

Approval/Adoption Date: 03/31/2021