

CITY OF OVERLAND PARK POSITION DESCRIPTION

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| TITLE: | Manager, GIS & Support Services | BAND/LEVEL: | Mgmt IV |
| DEPARTMENT: | Planning and Development Services | JOB NO: | 2370 |
| DIVISION: | GIS & Support Services | DATE: | 3/25/12 |
| REPORTS TO: | Director, Planning & Development Services | FLSA STATUS: | EX |
| FULL-TIME: <input checked="" type="checkbox"/> | PART-TIME: <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | COST CENTER: 601 |

REPLACES: Administrator, GIS/Zoning Enforcement

DATE: 2/24/09

JOB SUMMARY STATEMENT:

Manages the staff for the City's geographic information system (GIS) support activities. Provides technical support for all Department automated computer applications. Serves as the chief information officer and system integrator for the Department on all information technology and information system issues. Provides planning support as required.

DUTIES AND RESPONSIBILITIES:

1. Supervises and directs the City's GIS program. Discusses GIS needs and opportunities with Department Director, Governing Body, GIS Policy Committee and GIS staff. Reviews work of GIS staff, determines priorities for GIS tasks, assesses needs of other departments. Assists in data input and analysis on GIS programs. Evaluates data sources; determines optimum data base structures and reviews data verifications procedures.
2. Delivers oral presentations on GIS to a variety of groups. Oversees purchase of computer hardware, software and maintenance contracts in support of GIS.
3. Coordinates all information systems in the Department with the Information Technology Department and various other Departments as needed. Serves on the City's Technical Review Board.
4. Oversees the Department's web information program and provides assistance and advice when required.
5. Coordinates and directs the implementation, expansion and enhancement of the City's tracking system for development applications, permitting, enforcement and licensing (Tidemark Advantage). Prioritizes requests for changes, assists in developing new functionality, adds activities, conditions and parcel tags to accommodate end user ends, writes custom reports against the Tidemark database and oversees end-user training.
6. Oversees GIS support for the Police Department's Intergraph system for dispatch, mobile computers, and records management.
7. Responds to questions and complaints verbally or in writing, coordinates inquiries/responses with other departments.
8. Assists the Manager of Current Planning with support for Board of Zoning appeals. Explains zoning requirements, take variance and appeal application, works with Planning staff to determine staff recommendations, write staff comments, make verbal presentations to Board of Zoning Appeals.
9. Assists and coordinates revisions to Unified Development Ordinance. Works with other staff members to determine ordinance requirements, writes ordinance revisions, makes presentations to Planning Commission and City Council. Maintains ordinances originals and oversees copying and distribution of ordinance changes.
10. Manages GIS support in the City's Emergency Operations Center (EOC) during incident response.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

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12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in urban planning, landscape architecture, geographic information systems, or related field or additional equivalent experience. Master's degree in urban planning or GIS applications is preferred.

EXPERIENCE:

Five to six years urban planning and zoning experience to include ArcMap experience, or an equivalent level of experience.

SKILLS:

1. Excellent oral and written communication skills
2. Computer skills
3. Management skills
4. Leadership skills
5. Public speaking
6. Ability to work in a team
7. Customer service

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Analytical skills
4. Diplomacy and judgement
5. Ability to learn and understand complex computer systems
6. Ability to train and guide others

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to input computer
2. Visual stamina and acuity adequate to review alpha and numeric data
3. Ability to make and receive phone calls
4. Ability to sit and be attentive for extended periods of time
5. Ability to speak to an individual or group for an extended period of time
6. Ability to operate keyboard, mouse, and digitizer

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct GIS Analyst
 GIS Specialist
 GIS Associate

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.