

TOWN OF NORTH STONINGTON

IT/GIS MANAGER

POSITION DESCRIPTION

NATURE OF WORK: This is highly responsible technical and managerial work for the overall coordination, design, development, implementation, operation, maintenance, management and technical support of the Town's Information Technology (IT) and Geographic Information System (GIS). The IT/GIS Manager is responsible for planning and managing the Town's information systems, data networks and telecommunication. The position requires the use of independent judgment and initiative.

SUPERVISION RECEIVED: The IT/GIS Manager receives general supervision from the First Selectman & Director of Administration & Finance.

SUPERVISION EXERCISED: The IT/GIS Manager provides supervision on technical matters concerning the IT and GIS Systems to Town employees.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Provides overall coordination, design, development, implementation, operation, maintenance, management and technical support of the Town's IT and GIS Systems.

Ability to work long hours, evenings and weekends, as required.

Regular attendance is a requirement of this position.

IT SYSTEMS

Oversees all aspects of the systems administration for the Town's day to day operations.

Manages the networks, data processing and information systems. Responsible for network administration, installing computer hardware, software and communications systems.

Analyzes the Town's needs and consults with Town departments, users, management, vendors and technicians to assess computer needs, system requirements, and improvements.

Meets with department heads, managers, supervisors and others to solicit cooperation and resolve problems.

Prepares the IT budget and strategic plans and negotiations and manages contracts with software vendors.

Establishes and enforces network security policies and standards including disaster recovery and off-site back-up plans.

Manage and maintain Town and Emergency Services websites.

Provides users with technical support for computer problems.

Manages backup, security and user help systems.

Maintains Town 5 year computer replacement plan.

Stays up-to-date regarding advances in technology.

GIS SYSTEMS

Develops interfaces between the Town's enterprise GIS and other Town applications.

Acts as the Town's representative to external agencies and the general public regarding GIS.

Consults with department heads and designated staff from all Town departments regarding department GIS needs and requirements.

Develops policies, procedures and standards relating to GIS system maintenance, operations and services.

Acts as project manager for GIS projects involving application, database or layer development.

Provides assistance and training in the proper use of GIS data and systems.

Monitors GIS industry standards and trends.

Evaluates hardware and software for GIS systems.

Performs research and analysis.

Supports special projects.

Monitors GIS system utilization and recommends appropriate revisions to processes and procedures.

Participates in the development of the IT/GIS budget.

Develops custom desktop and web applications for both in-house and public consumption.

Provides digital data in various formats to the general public upon request.

Performs spatial analysis on GIS data layers to produce maps, reports and other products.

Performs day-to-day tasks of maintaining GIS layers and performs quality control checks to the integrity of the GIS Layers and associated databases.

Develops and manages SQL Server relational databases.

OTHER JOB FUNCTIONS

Performs related duties and responsibilities as required.

******* The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position *******

QUALIFICATIONS PROFILE

Knowledge, Skills and Ability

Considerable knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Considerable knowledge of the principles of information systems including up-to-date software and hardware technology.

Considerable knowledge of GIS principles, concepts, practices and terminology including coordinate systems, map projections, scales, map interpretation, and spatial analysis, specifically ESRI products.

Working knowledge of Microsoft Internet Information Services (IIS).

Knowledge of business and management principles involved in strategic planning and resource allocation.

General knowledge of various municipal functions such as subdivision applications, sewer networks, title searches, engineering standards, public safety needs, census information, survey maps, economic development issues, public works responsibilities, public health activities, FEMA floodplain mapping.

Excellent analytical, prioritization and organizational skills; accuracy and attention to detail.

Ability to work accurately with names, numbers, colors, codes and/or symbols.

Ability to identify complex problems and review related information to develop and evaluate options and to implement solutions.

Ability to communicate and work with both technical and non-technical personnel.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to solve practical problems and deal with a variety of variables in situations that may require application and interpretation of guidelines.

Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions. Ability to maintain accurate records.

Ability to regularly engage in activities necessitated by the position outside normal business hours, i.e., evening meetings, emergencies.

Ability to establish and maintain effective and courteous relationships with, and to present information and respond to questions and/or complaints from, all levels of the organization, including, but not limited to, the Board of Selectmen, management, co-workers and the general public.

Ability to interact with people who are under physical and emotional stress, to maintain a calm manner in stressful and emergency situations and to respond to difficult situations, ease tensions and address disturbances.

Education, Experience and Training

Bachelor's Degree in Information Science, Computer Science, Business Administration or a related field with major course work in computer or information science, geographic information systems (GIS), Geography, Cartography or closely related area, with a minimum of five (5) years' experience in GIS (municipal experience desired), over two (2) years' experience in programming and two (2) years' experience managing databases. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Licensure and Certification

Must possess and maintain a valid Motor Vehicle Operator's license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift and/or move up to 75 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee is frequently required to climb or balance, stoop, kneel, or crouch and walk over rough terrain. The employee may be required to climb stairs or ladders to various levels.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

******* The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. *******