

Lake County Engineer- GIS Department  
Job Descriptions  
GIS Director

Salary: Starting salary commensurate with experience

Job Responsibilities and Duties:

This is a highly responsible administrative position with work in planning, organizing, and directing GIS activities.

Work involves responsibility for providing technical expertise and supervision for the day-to-day implementation and operation of the GIS within the context of programs and policy directives. Work includes coordinating GIS activities, managing GIS vendor contracts, planning and organizing system development activities, and other GIS project management activities. Supervision is exercised over a staff of subordinate GIS staff positions. Work is performed independently within established policies, procedures, and guidelines of the GIS Board and is reviewed through reports, conferences, and system performance.

Specifically, the GIS Director:

- Manages resources of GIS and confers and coordinates with user organizations and GIS personnel to determine user needs.
- Oversees all GIS operations and supervises directly, or through GIS staff, all activity associated with implementation, operation, and enhancement of the GIS program.
- Coordinates and monitors contracts with GIS hardware, software, data conversion, and other providers of GIS products and services.
- Establishes procedures to eliminate redundant processes, determines appropriate levels of accuracy, the vertical integration of data layers and the integration of more accurate data with existing databases.
- Analyzes proposed and existing GIS applications and databases to determine equipment requirements, disk storage needs, physical location and structure of databases and applications, and develop recommendations regarding equipment data capacity and availability requirements.
- Organizes applications and other development activities.
- Provides oversight on activities associated with implementing, operating, and enhancing the GIS databases.
- Prepares the annual budget for GIS operations, capital expenditures, and professional services.
- Coordinates design and enforcement of GIS standards and operating procedures.
- Conducts research and development of new GIS related products and procedures.
- Provides guidance to project staff, schedules tasks, and monitors workflow to ensure that established deadlines are met.
- Provides supervisory direction and support for daily operational activities of the GIS program including operations, technical support, and database management.

- Develops GIS project schedules and work programs to support Enterprise-wide GIS operations.
- Plans for in-house and contracted training programs on GIS operations and applications.
- Coordinates with groups involved in GIS data sharing.

Qualifications:

The GIS Director should have a Bachelor's Degree from an accredited four-year college or university with major course work in computer science, management information systems, information management or a related field with software engineering, programming/scripting or similar areas of studies or have any combination of education and experience equivalent to graduation from an accredited four-year college or university with major course work in geography, computer science, planning, engineering, or related fields, and thorough experience with geographic information system design, implementation, and management, including considerable experience in both administrative and project supervision. Applicants for this position must demonstrate sound skills in administrative and technical management, budget responsibility, and technical writing. In addition, applicants must have excellent communication skills and the ability and interest to work directly with individuals and groups, and find innovative and efficient solutions to administrative and technical problems. Work experience in local government and familiarity with mapping and geo-processing operations of local governments are desired. More specifically, the GIS Director must have the following knowledge, skills, and abilities:

- Thorough knowledge of automated mapping and spatial information processing methods and techniques.
- Thorough knowledge of the capabilities of automated mapping and geographic information processing systems.
- Knowledge of program budgeting and contract management.
- Ability to plan, organize, and manage the programs and activities of a team of GIS personnel in GIS design, operation, and implementation.
- Ability to translate technical concepts and terminology in terms understandable to elected officials and other department heads.
- Ability to make decisions based on factual data, and to evaluate progress or success of computerized projects and systems.

Please send resumes to Colleen Aguirre, MBA  
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