Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: GIS Manager	**CLASS NUMBER:** 80060	**FLSA:** Exempt
AGENCY/DIVISION: Department of Economic Development & Planning	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N16	**POSITION CONTROL #:** 051130
POSITION LOCATION: 150 South Front Street, FSL Suite 10, Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Assistant Director, 051100
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:
The primary purpose of the GIS Manager classification is to provide GIS management and data analysis, IT and systems support and consultation services to the county.

JOB DUTIES:
Manage all GIS and data processing functions of agency. Support all agency staff with mapping and spatial data management and analysis primarily using ESRI technology. Develop and maintain web-based mapping applications for the public and internal agency use. Provide GIS services to other County agencies and township and municipal governments within Franklin County. Administer the agency's building permitting application. Oversee the installation and operations of all software and hardware applications for the agency. Aid in the dissemination of information to the public and outside agencies. Maintain internet/intranet websites. Administer user accounts and passwords, order and install computer equipment and software; test, evaluate and apply system and application upgrades; troubleshooting; reporting warranted hardware and software problems to the proper support technicians. Plan, develop, and implement projects that affect computer based issues including involvement in the strategic planning process of the agency. Responsible for training agency employees in the use of the agency's system, in the identification of appropriate training courses and classes. Attend seminars and workshops on behalf of the department. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of budgeting; public relations; government structure and process; electronic data processing. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; prepare meaningful, concise and accurate reports; understand manuals and verbal instructions, technical in nature; interpersonal; use statistical analysis; gather, collate, and classify information about data, people or things; cooperate with coworkers on group projects. handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Bachelor's degree in geography, geographic information systems, engineering or related field with three (3) years of experience in GIS database design and application, or any equivalent combination of training and experience.

Additional Requirements
No special license or certification is required.

Supervisory Responsibilities
None required.

UNUSUAL WORKING CONDITIONS:
N/A

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____	_____	_____
Employee Name	Employee Signature	Date