

North Dakota Class Description
ND Human Resource Management Services
Phone: (701) 328-3290

GEOGRAPHIC INFORMATION SYSTEMS MANAGER (0155)
Grade 14

SCOPE OF WORK:

Work activities are associated with leading and managing the development, implementation, support, maintenance, and enhancement of the state's centralized geographic information system (GIS) data hub that provides open access to shared GIS data. The position assigned this classification is located in the Information Technology Department.

DUTIES PERFORMED:

- Set goals, develop timelines, and monitor progress in the development, implementation, and ongoing administration of the GIS hub.
- Plan, develop, and monitor the budget for GIS activities.
- Coordinate with contractors in the design and implementation of the hub infrastructure; collaborate with city, county, and state officials to identify and map critical data and build the core infrastructure to transfer, store, and provide accessibility to such data.
- Evaluate and prioritize needs of state government and other organizations that can be served by the hub; coordinate sharing of information and GIS activities.
- Coordinate internal resources in the development, maintenance, enhancement, and support of the hub.
- Identify and prioritize enterprise and specialized hub applications.
- Provide consultation and guidance to agency administrators in the development of applications using the data from the hub.
- Prepare and present reports to legislative committees, the Geographic Information System Technical Committee (GISTC), management, and other stakeholders.
- Lead the GISTC by scheduling and chairing meetings, preparing agendas and meeting proceedings, reporting progress to the Governor, coordinating the development of a state mapping committee, and coordinating active participation and team work of agencies.
- Publicize and market the GIS hub applications, capabilities, benefits, and results.
- Establish best practices in the use of GIS data hub and applications by developing standards and procedures; developing and presenting training and support programs; and promoting knowledge and data sharing among agencies.
- Evaluate technologies to ensure optimum hub performance and capabilities; provide recommendations for use of new GIS methodologies and equipment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in geography, geology, cartography, natural resources, engineering, or computer science, and four years of professional-level work experience that provided a thorough knowledge and understanding of geographic information, geographic information systems, software products, data infrastructure, and data hub management. At least one year of the work experience must have included work experience as a project manager or team leader. Additional work experience similar in type and complexity to job responsibilities may be substituted on a year-for-year basis for up to two years of the education requirement.

CLASS EVALUATION:

Technical Knowledge

- Requires knowledge of principles, concepts, and methodology.
- Requires completion of an undergraduate degree.
- Requires extensive experience in duties of an equivalent type and complexity as those performed at this level.

Management Breadth

- Provides specialized consultative services to managers who have direct responsibility for administration of agencies, or major segments of large agencies, and management of employees.

Interpersonal Skills

- Requires extensive written and verbal communication skills needed to motivate, convince, and/or change behavior or attitude of contacts.

Guidelines

- General guidelines exist.
- Requires judgement in selecting appropriate guidelines.
- Interpretation/adaptation of guidelines is required for specific cases/problems.

Mental Challenge

- Duties are not specifically defined and will vary depending upon circumstances.
- Analysis is necessary to select appropriate work procedure.
- Application of learned concepts and/or theories is necessary to accomplish a

broad range of activities.

Independence of Action

- Employees receive guidance and direction.
- Duties include coordinating policy interpretation and individual initiative.
- Problems are solved by revising the procedures or methods needed to fit the situation.
- Duties include planning, organizing, and determining method to produce desired results.

Control of Budget Dollars

- \$500,000 to \$10,000,000.

Effect on Decisions

- Specific effect - Activities include decisions made in conjunction with others.

Eff. Date: 4/02