

STATE OF OREGON

DEPARTMENT OF ADMINISTRATIVE SERVICES

Information Resources Management Division

POSITION DESCRIPTION

This position is:

- Mgmt Service-Supervisory
- Mgmt Service-Managerial
- Mgmt Service-Confidential
- Classified
- Unclassified
- Executive Service

** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM **

- New
- Revised

SECTION 1. POSITION INFORMATION

- a. Class Title: Principal Executive/Manager F
- b. Class No.
- c. Effective Date: September 1, 2005
- d. Position No.
- e. Working Title: Statewide GIS Coordinator
- f. Work Unit: Information Resources Management Division
- g. Agency Number:
- h. Agency Name: Dept. of Administrative Services
- i. Employee Name:
- j. Work Location (City-County): Salem/Marion

- k. Position: Permanent Seasonal Limited Duration Academic Year
- Full Time Part Time Intermittent Job Share

- l. FLSA: Exempt Non-Exempt
- If Exempt: Exec Prof Admin
- m. Eligible for Overtime: Yes No

SECTION 2. PROGRAM/POSITION INFORMATION

- a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Information Resources Management Division is a service division in the Department of Administrative Services. It is funded by assessment and rates charged for the services provided. The division has 255 FTEs with a total biennium budget that exceeds \$173 million. The division is the State of Oregon's information technology delivery, development and support agency. It is both a technology resource to other agencies and a technology delivery organization. The division's mission is to provide organizational and individual leadership within state government by planning, evaluating, consulting, providing and managing digital technologies to assist all agencies in accomplishing their mission, supporting their business practices and serving the citizens of Oregon through information technology management.

- b. Describe the purpose of this position, and how it functions within this program, by completing this statement: **The purpose of this job/position is to . . .**

The Statewide GIS Coordinator develops and manages a unique and strategically important statewide program designed to coordinate government investment in geographic information and technology. This program is a model for collaborative governance for state government. The position will support, and participate as a member of, the Oregon Geographic Information Council (OGIC) and represent the State of Oregon on national, regional and statewide committees that involve Geographic Information System (GIS) issues. The position is responsible for coordinating the use, development, management, and maintenance of geographic information and GIS technology at all levels of government and academia. As a member of the Information Resource Management Division's executive team, this position advises the State Chief Information Officer on issues and strategies related to improving efficiency and effectiveness at all levels of government through the appropriate use of geographic information and GIS technology. This position advances the State's mission and goals pursuant to Executive Order 00-02.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentages of time duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

% of Time	N/R	DUTIES
45%		<p>GIS Policy and Planning - With an emphasis on GIS, the person in this position performs executive-level project review and coordination for information system investments by all state agencies, local governments, and academic institutions. Reviews legislative direction for each project; reviews and analyzes each organization's mission, business plans, expected project benefits, budgets, schedules, consultant reports, benchmarks, and related performance measures to ensure coordination between agencies and levels of government and the wise investment of government resources in geographic information and GIS technology. Meets regularly with agency directors and top management, as well as key local government and academic leaders to monitor progress. Initiates contact with consultants and technical resources when necessary.</p> <p>Provides project oversight on major projects with expenditures of several millions of dollars. Manages a selective review process of agency plans based on criteria such as funding source, major new projects, agency sophistication or unresolved issues. The Statewide GIS Coordinator makes recommendations for action to the administrator, agency, and Budget and Management Division as appropriate.</p> <p>Develops and maintains a statewide planning process that can be integrated into budget planning instructions. Represents the State's Chief Information Officer on statewide committees. Initiates an evaluation and proposes needed improvements in the information resources management planning process each biennium.</p> <p>Through research, studies, and agency contacts, identifies statewide policy issues affecting information systems and makes recommendations for action. Writes statewide policy for information systems when necessary.</p> <p>The Coordinator prepares and executes a separate GIS budget to fund statewide coordination. This budget must be reviewed and accepted by the Oregon Geographic Information Council (OGIC), a commission established by Governor's Executive Order and comprised of federal, state, local, and academic executives.</p>
15%	R	<p>Operational Management – Directs and supervises the GIS coordination program and staff. Proactively manages the program to ensure strategic and operational objectives of OGIC are met. Working with IRMD leadership, develops and executes the GIS program budget. Manages GIS program expenditures to the approved financial plan.</p> <p>Serves as lead on assigned IRMD projects or as team leader on interagency studies or joint projects. Plans, organizes, and assigns work; conducts meetings; monitors schedules and budgets to meet requirements and deliver desired results.</p>
20%		<p>Agency Coordination - The Coordinator is responsible for working with all state agencies to provide statewide oversight of GIS activities in user agencies to ensure portability and sharing of GIS data. This involves leadership in multi-agency coordination groups and detailed knowledge of multi-million dollar GIS projects and programs. Areas of emphasis are data standardization, system compatibility, and reduction of overlapping data collection, development, and maintenance efforts. This involves meeting with agencies, reviewing proposals and objectives, and providing consulting services to help them achieve those goals.</p> <p>Represents the State on a host of federal, state and local interagency geographic information coordinating committees. Communicates with counterparts in other states to exchange information, transfer technology, build strategies for future regional efforts, and to share resources. Speaks at a multitude of government, private sector, and professional association events to promote coordination of GIS activities. Develops and maintains close working relationships with GIS industry contacts to ensure that government uses the best and most appropriate technology. Develops and maintains close working relationships with federal officials, both regionally and nationally, to ensure that sufficient federal funding is available to accomplish program objectives.</p>
20%		<p>GIS Clearinghouse - The Coordinator is responsible for directing and supervising the activities of the GIS Clearinghouse. This function delivers direct GIS services to state agencies, other public and private sector bodies. It administers the State's Geographic Spatial Data Library; provides research; and facilitates all statewide GIS activities.</p>

100%

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Office environment with extensive use of office equipment including personal computers. Frequent travel to agency customers around the state. Frequent travel to conferences and federal offices out of state. Overnight travel is often required for these trips. Driver's license is required or satisfactory means of transportation. May involve working with highly sensitive and/or politically sensitive agency information. Requires high level of professional integrity with regard to customer information.

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

Oregon Administrative Rules, Oregon Revised Statutes, Department of Administrative Services rules, quality management system policies and work instructions, Enterprise IT Strategy, IT Standards Document and IRMD unified and business unit business plans. Oregon Budget Manual, agency information systems plans/guidelines, agency business plans, USGS Standards for Digital Data, OGIC Statewide GIS Plan, Federal Geographic Data Committee Standards.

b. How are these guidelines used to perform the job?

They provide general guidance and policy directions, and framework to the incumbent who must interpret and apply them as necessary for each application. Position may recommend revisions to the above guidelines, including justification and need for the revision.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<u>Who Contacted</u>	<u>How</u>	<u>Purpose</u>	<u>How Often</u>
State agency directors	In person, by telephone	Information technology plans & projects	Daily
Major agency IRM managers, telecommunications coordinators, GIS coordinators	In person, by telephone	Work on data plans, problems & projects	Daily
Vendors	In person, by telephone, in writing	Obtain product information & bid requirements	Weekly
Attorney General's staff	In person, by telephone, in writing	Discuss technology contract issues	Periodically
Local government officials	In person, by telephone	Information technology plans & projects	Daily
Federal agencies	In person, by telephone	Coordination	Weekly
Other state agency GIS staff	In person, by telephone	Coordination	Daily
Legislators and staff	In person, by telephone	Coordination	Periodically
Governor's Office	In person, by telephone	Coordination	Periodically

SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Position carries important responsibilities and authority. The incumbent must provide leadership to statewide management efforts by establishing solid relationships with key personnel and officials and by building consensus on important interagency and intergovernmental decisions. The person in this position will identify and promote best practices with regard to large-scale information systems planning and implementation. This position assesses organizational readiness, project justification, identifies risk mitigation strategies, reviews project management practices, evaluates agency/contractor/staff performance, and post-implementation reviews for major GIS projects and initiatives. The person in this position decides when to delay or suspend project activities if determined appropriate.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Work is reviewed by the State CIO, Principal Executive Manager H, position number 0210005. Formal evaluation conducted on an annual basis.

SECTION 9. SUPERVISORY DUTIES TO BE COMPLETED **ONLY** FOR POSITIONS IN MANAGEMENT SERVICE

- a. How many employees are directly supervised by this position? 3 Through Subordinate Supervisors?
- b. Which of the following supervisory/management activities does this job perform?

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Plans Work | <input checked="" type="checkbox"/> Responds to Grievances | <input checked="" type="checkbox"/> Hires/Fires (or Effectively Recommends) |
| <input checked="" type="checkbox"/> Assigns Work | <input checked="" type="checkbox"/> Disciplines/Rewards | <input checked="" type="checkbox"/> Prepares and Signs Performance Appraisals |
| <input checked="" type="checkbox"/> Approves Work | | |

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

The person in this position is subject to a fingerprint-based criminal record check. This position functions as a lead analyst and team leader involving statewide evaluations of interagency projects. This position is responsible for the performance of work groups from agencies, vendors, local and federal agencies, and the DAS IRM Division to achieve desired outcomes, and contributes toward evaluation of other division staff analysts. This position must be able to gain access to agency top management personnel to gather information and make recommendations, and financially influence agency direction.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Position has expenditure authority over the GIS section budget of approximately \$1.5 million other funds biennially.