

PENNSYLVANIA POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number

Job Title	Job Code	Working Title
Geospatial Technologies (GT) Director		Director

Department	Organization	Organization Code
Executive Offices	Governor’s Office of Administration	

Supervisor’s Last Name	Supervisor’s First Name	Job Title	Position Number

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
8:30 a.m.	5:00 p.m.	37.50	Sun	Mon	Tues	Wed	Thur	Fri	Sat
				X	X	X	X	X	

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization’s objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

This is a senior management position, which includes administrative, policy, supervisory, and professional work for the implementation of an enterprise-wide Commonwealth Geospatial Technologies (GT) Initiative. This position will be considered the Commonwealth’s “GIO”. The position will lead and coordinate all geospatial activities through a collaborative governance structure including co-leading Geospatial Technologies Advisory Committee (GTAC). GTAC includes representation from the following agencies:

- Department of Agriculture (PDA)
- Department of Community & Economic Development (DCED)
- Department of Conservation & Natural Resources (DCNR)
- Department of Environmental Protection (DEP)
- Department of General Services (DGS)
- Department of Health (DOH)
- Department of Military and Veteran’s Affairs (DMVA)
- Department of Transportation (PENNDOT)
- Governor’s Policy Office
- Governor’s Office of Administration (OA)
- Governor’s Office of the Budget (OB)
- Lt. Governor’s Office
- Office of Homeland Security (OHS)
- Pennsylvania Emergency Management Agency (PEMA)
- Pennsylvania State Police (PSP)

Additional agencies, federal and local governments may join the governance structure.

The GT Director's work will be assigned and reviewed by the Deputy Chief Information Officer – Environmental Community of Practice, the GTAC and the OIT Deputy Secretary for Information Technology.

The GT Director will direct and assign work to staff and contractors within the GTO as well as to any staff or contractors on loan (i.e., remaining on the agency complement) from participating agencies. Work assignments will be reviewed to ensure conformance with the project schedule, and performance standards.

Additionally the GT Director will engage with Commonwealth agencies to coordinate how agency specific initiatives integrate into an enterprise strategy

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major and result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Provide briefings for, and follow through on, direction provided by the Deputy Chief Information Officer – Environmental Community of Practice, the Deputy Secretary for Information Technology, and the GTAC.

Work with the Governor's Office, the Legislature and their staff as required to further enterprise geospatial operations in the Commonwealth.

Develop and manage the GTO budget, including COP project submissions and grant proposals.

Collaborate and form partnerships with local governments, state agencies, federal agencies and higher educational institutions engaged in similar project and priorities, including enterprise architecture, sharing of solutions, best practices, and lessons learned.

Provide emergency response GT services in support of FEMA, PEMA, DHS, OHS, PSP, Health, DEP, and other first response agencies as needed and represent OA on the State Recovery Task Force as activated.

Coordinate homeland security GT response systems.

Develop, prioritize, coordinate and supervise Enterprise GT project plans.

Chair the Geospatial Technologies Steering Committee (GTSC) governance group and vice-chair the GTAC governance group.

Establish, in collaboration with federal, state, county and local participants, Commonwealth GT mission and vision statements, standards and policies for data collection, sharing, ownership and maintenance, and geospatial enterprise architecture/infrastructure standards.

Develop and maintain a 3-Year Commonwealth GT Strategic Plan.

Provide oversight for the development of the Pennsylvania Map (PAMAP) and facilitate the creation of other statewide critical infrastructure data layers such as statewide elevation models, roads, streams, parcels, etc.

Establish Commonwealth GT standards, policies, and directives to align Commonwealth GT initiatives and guide the use of taxpayer dollars for interoperable and non-proprietary procurements. Review all geospatial procurements to ensure that a Common Operating Picture for the Commonwealth is created, and that no proprietary products are procured that would lead toward a lack of interoperability.

Facilitate plans for the integration of federal, state, county and local GIS data.

Coordinate Commonwealth enterprise GT/GEA efforts with standards/systems provided by federal agencies.

Coordinate GT efforts with enterprise initiatives led by the Office for Information Technology, including BSCOE, COSSA, and other shared service/web services enterprise solutions.

Adopt Commonwealth enterprise standards within the GIS technical framework.

Develop data backup plans and alternate access methods (in the event the Internet is not available to users).

Provide technical assistance to project teams involved in the day-to-day operation of GT applications.

Manage GT vendor and/or partnership contracts.

Develop and expand GTO's enterprise geospatial training program.

Create and implement a GT Communications Plan.

Coordinate records scheduling of database and map data with PHMC Records Management staff.

Supervise GT staff positions.

Promote Commonwealth geospatial education and awareness by presenting at conferences, PA GIS Day, and other public functions

Manage the PA GIS Clearinghouse project for public/business access to geospatial data and applications.

Serve as the contract officer/project manager, which includes responsibility for:

- developing and maintaining Commonwealth GT strategic plan
- negotiating/acquiring/approving IT service contracts, as well as hardware software and miscellaneous project purchases
- reviewing/approving invoices
- managing the GT budget
- ensuring compliance with Commonwealth procurement practices

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

- Develops and recommends an annual budget, project plan, and staffing plan and manages GIS/GT activities.
- Negotiates and monitors contractor performance.
- Negotiates and executes agreements with individual agencies/organizations, both public and private, to further the GIS enterprise initiative.
- Consults with the GTAC/GTSC governance groups on the project plan, standards and policies.
- Establishes GT subcommittees and advisory groups, as appropriate, to address and resolve specific GIS technical and policy issues.
- Assists in the further development and maintenance of the GIS Clearinghouse in cooperation with Penn State University (PASDA) and Department of General Services.
- Confers and coordinates with GIS/GT user organizations and personnel throughout the state to determine user needs, promote GIS use, education and professional development.
- Investigates funding sources and prepares applications for funds for the statewide GIS/GT development.
- Reviews all procurements and develops standards for interoperability and enterprise architecture for understanding by agencies pursuing GIS/GT online applications.

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. **Only 40 characters permitted.** Example: *Lifts boxes weighing up to 60 pounds.*

- Manage large-scale projects.
- Plan, direct, organize and evaluate network operations and technical support services.
- Communicate clearly and effectively, both orally and in writing.
- Collaboration skills
- Strategic Planning skills
- Supervise staff and delegate/monitor work assignments.
- Negotiate and oversee consulting/service provider contracts.
- Plan and manage a budget.
- Knowledge of automated mapping and spatial information processing methods, techniques and data standards.
- Knowledge of program budgeting and contract management.
- Ability to translate technical concepts and terminology in terms that are understandable to laymen.
- Ability to make decisions, evaluate progress, and resolve project roadblocks.
- Provide excellent customer support.
- Ability to establish and maintain effective relationships and collaborate with user agencies, staff and public officials.