



## Human Resources

949 West Alameda Street, Santa Fe, NM 87501  
Phone: 505-992-9880 Fax: 992-9895  
E mail: [www.santafecountynm.gov](http://www.santafecountynm.gov)

### Job Title: G.I.S. Supervisor

Department/Division: Growth Management

Salary: \$25.7764/hr. - \$38.6646/hr. Range: 41

Position Status: Full-Time/Classified

FLSA Status: Not Covered

Closing Date: October 12, 2016

Job #: 9-2016-034

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### Primary Purpose:

To coordinate, oversee, track and manage internal and interdepartmental projects within the GIS Division with emphasis on geographic data acquisition and integration; technical, analytical and design support for the operation of the County parcel-level Geographic Information System (GIS). Supervises Division staff.

#### Essential Job Functions:

- Supervises and provides instruction and training for employees; plans and assigns work; evaluates and approves/disapproves leave requests; approves timesheets; checks final work to ensure compliance with established policies and procedures; recommends the hiring of new employees; recommends the promotion of employees; recommends salary increases for employees; recommends disciplinary action; assists in the resolution of grievances and/or complaints; provides feedback on work performance for employees; completes performance evaluations for employees; assists in the preparation and implementation of the Division budget.
- Acquire digital geographic data; develop specifications for data layers/products; track and report status on geodata acquisition; ensure legal compliance of the use of geographic data; coordinate collection schedules and coverage areas across teams; coordinate with other political jurisdictions on collaborative geospatial data acquisition; and track execution/implementation
- Support vendor and product evaluation; support contract negotiations for geospatial data acquisition
- Conducts independent high level GIS analysis and data integration projects and work; makes independent high level decisions.
- Supervises, oversees and coordinates assigned Division projects, including evaluation of individual GIS project requirements, development and implementation of work programs, tracking, maintenance and documentation.
- Coordinates scheduling of tasks with staff, other divisions, and contractors; monitors progress of time and work product; manages activity to keep projects on schedule
- Assist with database administration work and database design and integration, focusing on integrating a central geodatabase with various county databases, web services and external/internal web servers.
- Assist in the development of procedures for the update and maintenance of the County GIS database; assist in the research and implementation of GIS Standards and guidelines; prepare and document, scripts or macro programs to support database processing and analysis.
- Assist and train users in the creation, operation and maintenance of the County database;; develop and apply quality control procedures to professional service deliverables; identify hardware and software systems malfunctions and propose solutions.
- Assist staff with the creation and maintenance of a descriptive inventory of GIS data, with appropriate

- documentation and metadata. Advise staff and the public on the appropriate use of GIS. data.
- Assist with yearly budget preparation; attend and participate in multi-agency regional geospatial integration meetings
- Attend industry conferences and participate in other pertinent training to keep job skills current.
- Other relevant duties as assigned by the supervisor.

### **Knowledge / Skills :**

- Knowledge in project management, including project planning, budgeting, and scheduling.
- Knowledge of business process analytics.
- Considerable knowledge of the sources of digital geographic data, the methods used and associated accuracy of transforming source data into the County's spatial reference, documentation of acquisition methods and accuracies.
- Considerable knowledge of the principles and practice of land surveying, mapping and global positioning systems; of development of quality control assurance procedures and methodology; of cartographic production and design; of computerized data compilation and conversion techniques; of networked workstation computing environments; of geographic information; of database management systems; and of graphic applications and related software including ArcGIS, ArcPro ArcSDE, ArcServer and other GIS client/server and web-based software environments.
- Ability to present project information and reports in verbal and written form; to establish and maintain effective working relationships with co-workers, consultants, user departments and divisions, public utilities representatives and other government agencies; to analyze and provide solutions to geospatial challenges; and to train user groups.
- Familiarity with terrain data, orthophotogrammetric imagery, scripting language(s), geodatabases and linked databases on a variety of servers, disaster recovery procedures, database security, and source control in databases.
- Ability to independently plan and organize work; Attention to detail.

### **Minimum Qualifications**

- Bachelor's degree in Geography, Environmental Science, Land Surveying, Planning or Computer Science or a related field with emphasis in GIS and providing a background in cartography, plus 4 years of professional work experience in GIS, 2 years of which must have been in a supervisory role. Related experience may be substituted at a rate of 30 semester hours equal to 1 year experience.

### **Working Conditions:**

Work is primarily performed in an office setting, although some field work may be required. Work schedule may include evening and weekend hours. Some travel may be required. May be subject to exposure to inclement weather, insect bites, snake bites, dust, electricity, chemicals, fumes, and to CRTs & VDTs. Manual and finger dexterity required.

### **Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Submit Applications to:  
Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.**