



Job Title: Director of Geographic Information Systems (GIS) **Exemption Status/Test:** Exempt

Reports to: Chief Financial Officer **Date Revised:** June 1, 2017

Dept. /School: GIS – Geographical Information System

Primary Purpose:

Responsible for the planning, integration and implementation of GISD technologies for the district.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university, preferred
Associate degree in GIS or closely related computer science field, required in lieu of a Bachelor's degree

Experience:

Minimum three (3) to five (5) years of recent school district experience preferred
Basic familiarity with K-12 school design and construction
Working knowledge of basic databases and information systems
Previous supervisory experience

Special Knowledge/Skills:

Previous working experience with school district facilities
Ability to manage budget and direct reports
Strong organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

1. Direct the overall day-to-day operation of the GIS department.
2. Provide consultation and guidance to district administrators in the development of applications using GIS.
3. Work with all district departments, when requested, to provide a DIS solution(s) or related information.
4. Coordinate internal resources in the development of GIS based solutions.
5. Coordinate with outside consultants, resources and support.
6. Manage GIS related projects.
7. Coordinate with departments in maintaining up-to-date floor plans, site plans, inventories and asset management.
8. Approve all room numbers used or proposed within the district.
9. Assist in quality control and quality assurance of GIS production applications.
10. Assis in the evaluation of technologies, software and applications for use within the GISD environment for appropriateness and effectiveness.
11. Coordinate and work with the district Technology department on all technical GIS operations.
12. Develop and monitor departmental budget.
13. Performs other job-related duties as assigned.

Supervisory Responsibilities:

Supervise GIS Manage and AutoCAD Facilitator

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; servers, plotters and printers; light truck or van

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking; regular grasping/squeezing, wrists flexion/extension, and overhead reaching

Lifting: Regular moderate lifting and carrying (15-44 pounds)

Environment: Work primarily inside in an office environment with occasional outside work; regularly work hours, including some irregular hours; occasional prolonged hours; districtwide travel will be required

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.