

## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Enterprise GIS Manager
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### GENERAL PURPOSE

Under general direction, manages the Enterprise Geographic Information System (EGIS) division of the Information Systems department to collaboratively deliver GIS services to all stakeholders in support of the District's mission and objectives; provides expert guidance and support to staff; leads the development of District-wide GIS standards and execution of a GIS project portfolio; develops and manages the EGIS division budget and related contracts; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning and directing the design, development, implementation and management of a comprehensive EGIS program for the District. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making by exercising primary responsibility for GIS-related operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

The EGIS Manager spends a significant amount of time coordinating GIS activities between individuals, workgroups, departments, and other local agencies.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Senior Director of Information Systems. Exercises functional or technical direction over and provides training to lower-level staff.

### TYPICAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, controls, and evaluates the work of the EGIS division; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Participates in the development and management of department budgets and contracts.
- Manages and directs the development, implementation and evaluation of plans, policies, and procedures to optimize work.
- Provides leadership to ensure a high performance, customer-oriented work environment that supports achieving the District's mission, strategic priorities, objectives and values.

- Organizes and serves as staff to the EGIS Steering Committee, recommends items and sets the agenda. Prepares and presents EGIS program status reports.
- Organizes, facilitates, and supports the EGIS Technical Advisory Committee to establish standards.
- Oversees the District's GIS quality management program.
- Serves as the EGIS program advocate representing District GIS policies and services with other agencies and GIS service providers.
- Using the District's GIS Master Plan as a guide, sets goals and objectives, projects accurate dates, and establishes means and methods for successfully completing multiple ongoing projects.
- Serves in a technical expert capacity for the District's GIS operations.
- Works closely with District staff to transition newly developed solutions to production and to provide support for these solutions.
- Leads the work of a team responsible for performing GIS-related tasks; identifies team member roles and responsibilities and provides technical guidance on same; ensures team members have enough training to perform their role and maintain competence.
- Manages the gathering, analyzing, and displaying spatial data for a diverse water, wastewater, and recycled water utility network.
- Coordinates, develops, communicates, and trains staff on District GIS standards and practices.
- Coordinates the development of GIS applications and interfaces.
- Manages contracts and performance of GIS-related service providers.
- Promotes the adoption of GIS throughout the District.
- Conducts audits and prepares reports on GIS use, opportunities, and adherence to established standards and guidelines.
- Observes and complies with all District and mandated safety rules, regulations, and protocols. Interprets and ensures compliance with applicable federal, state and local laws, rules and regulations.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Esri enterprise software solutions stack and related tools.
- GIS best-practices and technology solutions.
- Spatial data analysis and geometric/utility network expertise.
- Principles and practices of technology security.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Change management principles and practices.
- Principles and practices of contract administration, project management, including planning, scheduling, and costing.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- Knowledge and principles of water and wastewater utilities.
- District and mandated safety rules, regulations, and protocols.

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- Techniques for providing a high level of customer service by effectively dealing with the public, local agencies, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Monitor work, delegate, mentor, and develop staff.
- Plan, organize and execute GIS-related initiatives in order of priority and criticality.
- Apply critical thinking techniques for a broad range of situations.
- Prepare clear, concise, and accurate analysis, reports, and technical documentation.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Five (5) years of professional experience supporting Esri-based GIS environments.
- Two (2) years of experience managing and successfully implementing GIS projects.
- Municipal government experience is desired.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in information technology, computer science, GIS, or a closely related field.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- Desired certifications include Geographical Information Systems Professional (GISP), ESRI Enterprise Administration Professional, and ArcGIS Utility Network Specialty
- Most competitive applicants will hold one or more Industry-recognized GIS certification

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; to operate a motor vehicle and visit various District sites; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Executive Management</i>
<b>Date adopted:</b>	<i>October 13, 2020</i>
<b>Date modified:</b>	
<b>IBEW Reviewed:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Enterprise GIS Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_