MONROE COUNTY

JOB DESCRIPTION

Position Title: SENIOR GIS PLANNER		**Date**: 04/27/2005
Position Level: 10	**FLSA Status**: Exempt	**Class Code**: 10-20

GENERAL DESCRIPTION

Primary function is to manage GIS operations and oversee GIS staff for the Growth Management Division. The Senior GIS Planner functions to provide GIS long-range planning and budget projections, to maintain GIS hardware and software, and to provide for acquisition, distribution, creation, conversation, maintenance, manipulation and accuracy of Monroe County related geographic databases, maps and coverages.

KEY RESPONSIBILITIES

1. * Develops and maintains detailed five year plan for Growth Management Division GIS activities, including project priorities for necessary long-range system development and budget projections.
2. * Maintains GIS Software Packages on GIS servers and user hardware.
3. * Develops tools and interfaces to customize ArcGIS software for end users.
4. Develops specifications for future systems emphasizing adjustments for emerging hardware and software environments.
5. * Designs, Creates and Maintains Databases.
6. * Develops and maintains system of quality control and quality assurance for all digital data.
7. Develops project workflow for GIS activities including data creation, editing, and maintenance.
8. * Creates and maintains spatial digital data library/archive easily accessible and understandable by end users
9. * Develops relational interfaces to join databases developed and maintained by other county agencies
10. Coordinates analysis of spatial data and the display of map or report results.
11. * Develops and implements web-based approach to spatial data access
12. Coordinates GIS needs and responsibilities within Growth Management, other divisions, and other county agencies.
13. Interact w/Local, State and Federal Agencies.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
Education:	Bachelor's Degree required in Geography, GIS, or related fields.
Experience:	5 to 7 years.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Has responsibility or authority which is limited to the direction of temporary workers.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
On Call Requirements:	None.

APPROVALS

Department Head:

Name: George Garrett. Signature: George Garrett Date: 4/27/05

Division Director:

Name: Timothy McGarry. Signature: Timothy McGarry Date: 4/28/05

County Administrator:

Name: Thomas Willi. Signature: [illegible] Date: 6/6/05

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____