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GIS Manager

St. Bernard Parish Government

Job Announcement:

GIS Manager

Department: Community Development

Hours: M-F, 8:30a.m.- 4:30p.m.

Salary: \$49,623-\$62,029

Classification: Unclassified

Civil Service Grade: 12

General Description/Job Summary:

Under general supervision, plans, organizes, coordinates and participates in the development and implementation of the Parish's geographic information system (GIS); directs and participates in the long-term development and enhancement of GIS information technology to meet Parish mapping and end user service objectives; supervises and performs GIS modeling duties; provides expertise, support, assistance and guidance to Parish staff and external contacts; and performs related duties as assigned.

Essential Job Functions:

- Develop and manage GIS project plans by defining requirements, tasks, and resource assignments, and ensuring that approved quality levels are met.
- Direct the integration of GIS databases, tables, maps and overlays.
- Set guidelines and standards for GIS deployment and use within the parish.
- Ensure the timely implementation of GIS related projects.
- Serve as the liaison between the parish and GIS vendors for the proper acquisition, installation, operations, and maintenance of GIS related resources.
- Work with staff to develop strategies and plans to enhance client services, improve user effectiveness, and foster innovation.
- Ensure parish staff using GIS has training and technical support as needed.
- Ensure that permitting, planning, asset management, and public safety systems have the latest GIS data
- Manage web applications for the departments and the public.

Knowledge, Skills, and Abilities:

Knowledge of GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis required. Knowledge of GIS database administration and management principles, methods, and techniques, including quality control methods. Must be familiar with GIS software and applications such as ArcGIS, AutoCad suite, Adobe Creative Suite, ArcGIS Online, etc. Must be familiar with the procedures and techniques for the preparation, review, and updating of plats and legal descriptions. Must be capable of developing and maintaining effective customer-focused service processes with Parish managers and end users.

Requirements & Qualifications:

A Bachelor's degree in Computer Science, Geography, GIS, Urban Planning, or a closely related field. 2 years of progressively responsible experience in the design and development of GIS systems and applications.

Note:

The work examples described in this specification are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from job performance requirements if the work is similar, related or a logical assignment to the job.

Please submit applications or resumes by fax, email or mail to:

Jessica Snyder

jsnyder@sbgg.net

Human Resources

8201 West Judge Perez Drive

Chalmette, LA 70043

504-278-4264 (Fax)

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