



Job Title: GIS Supervisor

FLSA Status: Exempt

Department: GIS

Grade: 15

Accountable To: Public Safety Applications Director

Summary of Position

Responsible for the management of LOGIS' GIS support service and GIS technical and support staff. Duties include general support and operation of LOGIS' and participating members' geographic information systems, requiring any or all of the following: direct supervision of LOGIS' GIS staff, hardware and software acquisition, acquisition and support of spatial and non-spatial data sets, application design, development and integration, direct user support, consulting, and training.

This position requires travel to customer sites as needed. The employee must either maintain a current, valid driver's license and operable vehicle or have the ability to secure timely and reliable alternative transportation on short notice. Employees are required to follow all related federal, state, and local laws while operating a vehicle including maintaining state minimum coverage limits for bodily injury and property damage. LOGIS reserves the right to verify employee driving records as needed.

Essential Functions

- Design, develop, and/or maintain geographic information systems in municipal government environments.
- Evaluate GIS hardware and software configurations for LOGIS and its participating members as necessary to maintain an efficient and technically current GIS.
- Prepare cost and time estimates for implementation, enhancements, and/or modifications to geographic information systems for participating and potential LOGIS members.
- Maintain currency and integrity of spatial and non-spatial GIS data sets as required by participating members.
- Design, develop, and implement GIS applications for participating members.
- Perform routine review and update of GIS applications as necessary to maintain a suite of technically current and reliable applications.
- Document new applications and procedures and maintain documentation of existing applications and procedures in accordance with LOGIS standards.
- Supply documentation to and train users of GIS applications supported by LOGIS.
- Accept and respond to all participating members' calls relating to GIS, including responsibilities to supporting specific member entities. As necessary and feasible, schedule regular visits to each participating members' site to offer any additional support not practical through other means.

- Supervise, evaluate, coach, mentor and train other members of the GIS technical and support staff.
- Sustain an active GIS user group of participating members.
- Maintain a respected and professional relationship with all participating members' GIS user staff.
- Maintain active support contracts and relationships with all necessary hardware, software, and service vendors. When practical, develop professional relationships with GIS related vendors used by participating cities.
- Work closely with other LOGIS staff as a knowledgeable source of information about GIS technology and integration.
- Maintain a professional and orderly working environment in the GIS area.
- Perform independent GIS backups.
- Participate on behalf of LOGIS members in GIS related professional societies, work groups, committees, and conferences.
- Be receptive to opportunities to formally address GIS related issues with professional societies, work groups, committees, and conferences.
- Keep abreast of available funding options for GIS related technologies in municipal government.
- Perform other tasks as assigned in a timely and professional manner.

Essential Competencies

Communications - Must have the ability to effectively communicate clearly with English both written and verbally to successfully represent the organization to clients, consultants, and vendors. Must be able to actively listen to develop solutions and positively communicate the recommended solutions.

Decision Making - Must act in a decisive manner, using good judgment. Must be able to understand the request or situation, effectively obtaining additional information to develop solutions, assess the various implications, and provide strong recommendations. There are differing levels of independence. Make sure you have a clear understanding of your manager's expectations.

Interpersonal Relationships – The ability to work collaboratively with co-workers and members is essential. Must be consistent and ethical in working with everyone excluding personal biases. Must be sensitive to others' concerns whether directly or indirectly impacted. Must strive to promote a cooperative and positive atmosphere within the organization and with our members with diplomacy and tact. Must have the ability to accept constructive criticism.



Quality of Work – LOGIS strives to be a high performing organization. Must be able to produce high quality results within the required parameters to assist the members and management in achieving goals.

Technical Knowledge - Must have strong communication skills, both written and verbal, and strong organization and facilitation skills. Must exhibit an exceptional level of analytical skills to analyze and formulate solutions.

Physical - Must have ability to read and discern visual images on a variety of media. Must have the ability to remain seated or stand at the same workstation for up to 8 hours at a time with appropriate breaks within that period. Must have the ability to utilize various forms of media and technology.

Required Education and Experience

- Bachelor's degree in Geographic Information Systems, Geography, Computer Science, or a closely related field.
- Three years of comprehensive experience involving the following:
 - Geographic information systems; specifically the Esri GIS product suite, including, but not limited to, ArcGIS Desktop, ArcGIS Enterprise and ArcGIS Online.
 - Designing, developing, and maintaining GIS in a municipal government setting.
 - Municipal government working environments and municipal infrastructure.
 - Supervisory experience managing GIS support staff and coordinating collaboration and integration with other business applications.
 - Project management experience.
- Proficient use of Microsoft Office (including, but not limited to Word, Excel, SQL Server and Access), Microsoft Windows, Internet, and computer networks, infrastructure and related system security. General knowledge of surveying, mapping, and photogrammetric techniques.
- Technical understanding and use of Python.
- Advanced database management and custom application development, including web application development and deployment.
- Excellent oral and written communication skills are required.

Access to Non-Public Data

This position may have access to non-public internal and external data as part of work assignments. Please refer to the Employee Handbook for details in managing and releasing data. In addition, if at any time you are unsure, discuss the situation with your manager for approval prior to releasing any data.



Members' Data

The position may have access to any and all of our members' data as required by work assignments. This data should only be used and/or released to our business partners as required for LOGIS to provide service to the member. This is their data and dissemination is controlled by them. If you have any questions discuss the request with your manager.

BCA Requirement

All LOGIS positions require compliance with the Minnesota Bureau of Criminal Apprehension (BCA) regulations with regard to an employee's criminal history. As such, LOGIS reserves the right to verify employee criminal history as needed to ensure compliance.