

# Bonner County Job Description



**Title:** GIS DIRECTOR  
**Department:** GIS  
**Supervisor:** Board of County Commissioners  
**Supervision Exercised:** YES  
**Original Date:** 8/24/2017  
**Revision Date:** 5/1/2018  
**Number of Vacancies:** [for recruitment use]  
**Open Date:** [for recruitment use]   **Close Date:** [for recruitment use]

<b>Position Title</b>	<b>GIS Director</b>
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<b>General Summary</b>	<p>The Geographic Information System (GIS) Director coordinates and implements GIS projects related to a variety of land-based mapping needs for Bonner County. The Director provides support and advice for the application of geospatial technology, and is responsible for the acquisition and management of a wide range of spatial information required to support the management of a County-wide GIS data set that all departments can rely upon in their specialized decision making processes. The manager will serve as the principal database architect and administrator for the county enterprise GIS Platform.</p> <p>Work involves reoccurring and new situations with frequent variance from the norm where independent judgment is required to operate from general procedures or to determine individual practices as needs change or adaptation is required. Work entails high levels of complexity as incumbent works fairly independently with general direction from the Board of Commissioners. Communicates regularly with others throughout the organization and with outside contacts, including state and local agencies. Work has a direct impact on County operations, especially as it applies to network-wide GIS infrastructure and associated databases. Accuracy and attention to detail is critical since Emergency Management and the 911 Dispatch Center will rely on the data in time-sensitive situations. Work is typically performed in an office environment, and is subject to periods of moderate to high stress, with intervals of exposure to physical activity as incumbent works in the field collecting data. Involves travel outside of the local area.</p> <p>Providing litigation and other legal support to the Prosecutor's office will be a priority.</p>
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<p><b>Essential Functions</b></p>	<p>The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> <li>1. Seeks outside funding opportunities for GIS projects through grants and other programs.</li> <li>2. Manages and coordinates all software and database installations, upgrades, configurations and replication of GIS running on county systems.</li> <li>3. Ensures compatibility between GIS software packages such as ESRI, FME and other open source software and their application to the County GIS program.</li> <li>4. Coordinates and assists in the analysis of land-based information as it impacts various county departments, including, but not limited to: voter precincts, 911 and emergency applications, land-use mapping, addressing, and permit and parcel tracking.</li> <li>5. Serves as the principal database architect county enterprise spatial database systems. Designs GIS data structures, both geospatial and traditional database elements. Documents process procedures, mapping records, mapping databases, and system requirements through incident reporting. Ensures database compatibility and consistency on a network-wide level. Evaluates current mapping workflow/data-input systems and adapts systems to reduce county-wide data redundancy while increasing accessibility and GIS compatibility.</li> <li>6. Serves as the principal database administrator for the county enterprise GIS System. Administers enterprise level GIS databases using industry standard software programs including but not limited to: Microsoft SQL Server, PostgreSQL, ESRI Spatial Database Engine (ArcSDE), ESRI Internet Mapping Server (ArcIMS), Portal and ArcGIS Server. Oversees server and server hardware/software design, purchase, setup and configuration.</li> <li>7. Designs and oversees spatial data distribution technology for internal and external clients via web and data mapping services. Services developed and maintained using web applications, Internet Information Services (IIS) via C# and or VB.Net, Java, Silverlight, Flash software development.</li> <li>8. Oversees design, compilation and maintenance of county-wide Next Generation 911 GIS databases. These databases will assist dispatchers in notifying corresponding emergency service personnel. Export/conversion of road center-line layer to Master Street Address Guide (MSAG) for use by 911 dispatch center. Export/conversion of road center-line file to support Spillman geobase and other dispatching software. These databases will change on a continual basis and must be maintained to 98 percent accuracy or better to meet Next Generation 911 dispatching standards.</li> <li>9. Design and implement information systems for maintenance of above address administration databases.</li> <li>10. Coordinates on a continual basis with the addressing authorities (county, and each incorporated city), postmasters, telephone and emergency service providers, and Emergency Management Director, in creating 911 compliant addresses. Establishes and oversees data sharing partnerships with local addressing authorities to ensure address changes and additions are updated throughout the Next Generation 911 databases (addresses, roads centerline, MSAG, ALI/ANI, Spillman geobase, dispatch map viewing software, etc.).</li> <li>11. Oversees creation, maintenance of cadastral data including tax code areas, zoning districts. Performs detailed analysis and quality assurance on assessment and map data to meet specific needs for internal clients. Examples include address and data update and analysis, database integrity checks, analysis of parcel data in conjunction with other associated data, special queries and reports. Prepares monthly reports summarizing departmental and individual staff production and progress toward performance goals.</li> <li>12. Prepares and administers the annual budget and approves subsequent modifications and transfers; develops future budgetary requirements based on GIS requirements; reviews and approves accounts payable, payroll, and other financial warrants, requisitions, purchase orders, receipts, records, inventory and maintenance of all equipment. Responsible for approving departmental expenditures for submission to the County Auditor for payment.</li> <li>13. Performs immediate supervision of key support staff and maintains official records. Also provides guidance and assistance to staff in other county departments for GIS data creation and maintenance.</li> </ol>
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	<ol style="list-style-type: none"> <li>14. Prepares and presents a variety of reports in writing and verbally to the Board of County Commissioners and others as directed. Coordinates mapping efforts with department heads and elected officials and assists in the transformation of the mapping processes to a GIS-based system. Tracks and coordinates all requests for geo referenced material throughout the County. Communicates with Bonner County departments regarding tabular data, queries and sources of information required to create geo referenced maps, including geo databases, and external sources of data.</li> <li>15. Develops and modifies GIS software applications, including the creation of code based scripts or links, utilities, and customized databases for the purpose of fulfilling repetitive requests efficiently. Writes GIS programming scripts using Python, Java, or other compatible programming languages, in order to support data processing, automation, and conversion and for creating user-friendly interfaces for non-GIS users.</li> <li>16. Works with other Federal, State, local municipal entities, non-profit and quasi-agencies, and private companies to collect data, compare data and distribute data in accordance with County data distribution policies.</li> <li>17. Tracks the collection and distribution of data as it relates to program income generation or cost of providing a public service (distribution). Performs needs analysis and monitoring to facilitate efficient and cost effective use of County data.</li> <li>18. Coordinates the development of a method to post and distribute information through intranet (internal) and internet (external) systems. Coordinates creation of metadata.</li> <li>19. Provides technical support for other network end users using GIS software, geospatial data, and metadata</li> <li>20. Ensures compatibility between data sets and helps develop data standards through data input specifications and mapping standards.</li> </ol>
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<b>Secondary Functions</b>	<ol style="list-style-type: none"> <li>1. Maintains and expands current knowledge of existing technologies as they relate to the County's GIS programs, systems and equipment through research, reading, training, and interaction within the GIS community.</li> <li>2. Periodically performs field work and assisting in the training of others in GIS technology.</li> <li>3. Regular dependable attendance and ability to deal with the public and associated regular interruptions/stresses is an essential functions for any County employee</li> <li>4. Performs all other duties as assigned.</li> </ol>
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<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. A Bachelor of Science degree in Geography, Computer Sciences or GIS-related field or equivalent combination of work experience and education is required.</li> <li>2. Five (5) years of progressively responsible work experience performing the above and related primary duties within a technical and management position, or other equivalent related employment. With a minimum of 3 years direct experience in installation, configuration, and maintenance of geospatial server technology including ArcGIS Enterprise ArcServer, ArcSDE, Microsoft SQL Server, PostgreSQL. Also with a minimum of 3 years demonstrated experience with object oriented programming using Python, Java or other web based platforms.</li> <li>3. GISP certification is highly desirable. Specialized training, licenses, registrations or certificates in: Java, Python, or any ESRI product specifically regarding the development of custom applications, as well as general training in analysis and data set development and maintenance. Also desirable is Idaho Mapping Certification through the Idaho State Tax Commission or other agencies for parcel mapping.</li> </ol>
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	<ol style="list-style-type: none"> <li>4. Experience with ESRI's Local Government Information Model (LGIM), local government functions and operation is desirable.</li> <li>5. Good working knowledge of PC-based systems, programs, GIS software applications and related databases so as to be able to install, maintain, repair and troubleshoot related systems and applications.</li> <li>6. Ability to work under pressure with continual interruptions while servicing a broad base of personalities and individuals throughout the County in a manner that meets their expectations.</li> <li>7. Ability to communicate effectively, both verbally and in writing, including the ability to communicate technical information to non-technical individuals so as to provide understanding and meet needs.</li> <li>8. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> </ol>

<b>Working Conditions</b>	Ability to perform the physical activities necessary to complete the essential functions of the job. Requires continual communication (hearing and talking, both in person and over the telephone). Requires good general vision. Most work will occur in an office setting, with occasional field work. Work will also involve frequent interruptions with urgent deadlines. Occasional travel outside the area is required.
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<b>Disclaimer</b>	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will Employer.
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**FOR USE UPON HIRE OR PROMOTION:**

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_