**Manager of GIS**

**Position Description #91**

**Basic Function**

The Manager of Geographic Information Systems (GIS) reports directly to the Director of Regulatory Compliance and Safety and is responsible for the GIS operations for the District. Areas of responsibility include oversight of the GIS department and associated responsibilities (including but not limited to map creation, survey, easement development, etc.). Considerable independent judgment, discretion and initiative is required to carry out daily operations with efficiency and effectiveness.

**Primary Duties and Responsibilities**

1. Manage personnel responsible for updating, maintaining, and defining the District maps using GIS software and tools, including but not limited to, the geodatabase, enterprise software, printers, and GPS equipment.
2. Manage the collection of data necessary to support accurate maps including As-builts, County data (such as aerial photography, parcel data, right of ways, etc.), CAD drawings, GPS, and any other relevant data that would be needed to update the District’s GIS systems.
3. Oversee the design, implementation, and maintenance of a computerized geographic information system. Convert hand drawn and electronic maps/designs to electronic files and properly code for GIS reference.
4. Oversee the fulfillment of GIS requests from other departments such as Public Relations and Operations for items that could include, but is not limited to, map printing, modeling software, permits, and presentations.
5. Coordinate with external entities such as engineering firms, county personnel, excavators, municipalities, and others to support the District’s goals.
6. Plan, schedule, document, troubleshoot, report work progress, and assess GIS processes and tasks as requested.
7. Develops and administers training for GIS software and GPS data collection techniques, software and hardware for office and field personnel.
8. Maintain high level and detailed knowledge on GIS including best practices, evolving technologies and security threats. Attend professional training and conferences as directed.
9. Manage the sourcing of GIS services and products as needed. Complete and/or assist in conducting GIS system evaluations.
10. Oversee the performance of surveys to establish boundaries and/or easements from legal descriptions contained in warranty deeds, easements, and/or title documentation.
11. Applies advanced knowledge of field surveying, easement acquisition, legal descriptions, boundary determination, data management and processing.
12. Manage in accordance with LANGD policies and goals; monitor policies within scope of responsibility to ensure compliance.
13. Participate in proactive team efforts to achieve personal, departmental and company goals.
14. Perform duties in accordance with LANGD and IS department policies and goals; monitor policies within scope of responsibility to ensure compliance.
15. Participate in proactive team efforts to achieve departmental and company goals.
16. Contribute to building a positive team spirit.
17. Communicate effectively with all levels of employees.
18. Protect confidential information by not communicating, disclosing to, or using for benefit of third parties.
19. Always maintain the highest degree of honesty and integrity.
20. Perform other such duties as may be required.

**Knowledge, Education and Skill Requirements**

1. Bachelor’s Degree in Geography, Computer Science, Engineering or other related degree program plus five to seven years of experience; or

Master’s degree in Geography, Computer Science, Engineering or other related degree program plus two to five years experience

1. Knowledge of DOT 49CFR, Part 192 and PSC 25.12.
2. Advanced knowledge of Geographic Information Systems.
3. Advanced knowledge of maps, ESRI mapping software, and relational database management.
4. Advanced knowledge and understanding of integrated GIS/GPS/CAD principles, systems, and technologies.
5. Knowledge of CADD, ArcSDE and SQL server.
6. Ability to compile and integrate cartographic data from a wide variety of sources for inclusion in map manuscripts; skills to create, edit and maintain geospatial data through use of GPS and digitizing techniques.
7. Knowledge of surveying principles, practices and techniques.
8. Knowledge of gas distribution engineering, construction, operation and maintenance.
9. Skill in developing base maps and base map information.
10. Skill in reading maps.
11. Skill in operating a computer using standard or customized software applications.
12. Skill in oral and written communication.

**Other Significant Facts**

License: A valid Florida Driver License is required.

Confidentiality: Absolute confidentiality is required in day-to-day work.

Working Conditions: Works primarily inside in normal office environment with some outside work. Visits operational and construction sites from time to time and encounter normal hazards associated with the natural gas industry. Subject to dirt and grease when handling parts and equipment. Heavy lifting; heavy carrying; reaching above shoulders; use of fingers; use of both hands; straight pulling; pulling hand over hand; pushing; walking; standing; kneeling; bending; stooping; shoving; twisting.

Other: Requires manual dexterity in the use of all types of equipment

Drug/alcohol testing: Employees in this position will be tested for illegal drugs and alcohol in accordance with the District's *Drug Free Workplace Policy.*

**This position description should not be construed to imply that these are the exclusive duties of this position. Employees may be required to follow any other instructions, and to perform other related duties, that may be required by their supervisor.**

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Employee Signature Date

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