

COUNTY OF KANE

**INFORMATION TECHNOLOGY
DEPARTMENT**



719 Batavia Avenue
Geneva, Illinois 60134
Phone: (630) 232-3570
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www.KaneCountyIL.gov

JOB DESCRIPTION

Job Title: GIS Director

Department: INFORMATION TECHNOLOGIES

FLSA Status: Full Time- Exempt

Grade: 718

Union: No

Essential: Yes

General Summary: – Under the direction of the Information Technologies department, implement, maintain, and support the county's geographical information systems. The GIS Department supports the property tax group in maintaining the cadastral data for all county parcels and properties. GIS maintains layers of planning information in geospatial layers including aerial imagery, LiDAR, oblique imagery, and historical data. GIS develops and maintains custom solutions, applications, data, map layers, analysis, and training in support of offices and departments.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- Provide on-site management and direction of services to develop, install, integrate and maintain an agency-wide standard geographic information system (GIS) platform.
- Develop, implement and maintain special-purpose applications consistent with Kane County's mission and business objectives.
- Provide leadership for the GIS efforts County-wide, both administrative and technical.
- Manage and coordinate GIS-Teams so as to provide products, which meets the user's needs. Work closely with the GIS-Teams and GIS-User Community in GIS based needs analysis and implementation of new interactive GIS applications.
- Supervision of personnel, which includes work allocation, training and problem resolution; evaluates performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.
- Supervision of staff, budget preparation, project design, request for proposals.
- Present, plan and attend GIS-Users group meetings, GIS conferences or County Committee meetings as needed.
- Follow Kane County personnel rules and applicable Government regulations.
- Maintain appropriate trade and professional contacts, memberships and review of trade literature in order to keep abreast of developments in GIS equipment and software for potential use by GIS.
- Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Analyze operations and technologies for improvements
- Developing long-term and short-term goals
- Establish GIS related policies and procedures
- Prepare and submit clear, concise and accurate data, either verbally or in writing

- Using computer hardware and software including word processing, spreadsheets, databases, email, etc.
- Prepare and administer approved budgets
- Plan, organize, manage and evaluate the work of the department to ensure efficient, timely and cost-effective services
- Establish and maintain effective working relationships with department and division staff, other departments and others, such as vendors
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Provide leadership to effectively resolve issues
- Work effectively under stress
- Maintain confidentiality

TRAINING, EDUCATION AND WORK EXPERIENCE:

- Bachelor's degree in Geography, Cartography, Planning, Computer Science or related field or an equivalent combination of education and experience.
- Ten years of progressive experience in GIS including experience implementing in-depth, complex, GIS solutions.
- Understanding of Cadastral Standards / Legal descriptions preferred
- Experience using various GIS software and tools like ArcGIS, ArcObjects, ArcSDE, ArcIMS, MapObjects, Microstation and AutoCAD preferred
- HTML, Visual Basic, ASP & PHP experience preferred
- Supervisory / Management / Budget / Project Management experience preferred
- Strong geometric skills
- Strong interpersonal, organizational and leadership skills

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily office work including prolonged periods of sitting, talking, listening, manual dexterity, working on a computer = 75%

Lifting up to 25 pounds at a time, reaching, bending, walking, driving a motor vehicle = 25%

Ability to navigate stairs to evaluate spaces for safety as needed.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, phone, plotter, copier, county vehicle, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

- Work performed in the field are subject to conditions including inclement weather to dangerous conditions such as snow/ice, cold, heat, noise, wetness/humidity, uneven ground, vibration, sudden temperature changes, and poor illumination at the job site or due to travel on the job. Travel to and from field locations may subject worker to increased risk of driving hazards. May occasionally need to relate to members of the public who exhibit challenging, atypical or hostile behaviors and/or communication.
- 40-hour on site work week
- On call availability
- Ability to legally operate a motor vehicle.
- Ability to pass a criminal background check.

- Ability to work in all Kane County building environments.
- Ability to obtain LEADS and CJIS certification.

REPORTING RELATIONSHIPS:

Reports to: Chief Information Officer

Directs Work of: All GIS Staff

Please sign below to acknowledge that this job description has been discussed with the employee and that he/she has received a copy.

Employee:

Signature: _____

Date: _____

Supervisor:

Signature: _____

Date: _____