

# City of Americus, GA



**Title: GIS Manager**  
**Class Code: 3402**

## JOB DESCRIPTION

### General Description

The purpose of this class within the organization is to plan, design, and execute an Enterprise Geospatial Information system to support the location-oriented efforts of the city of Americus.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Designs and executes the Enterprise GIS program.
- Designs and oversees implementation of spatial infrastructure.
- Develops city standards for data maintenance, data quality, and cartography; researches and composes data governance policy, departmental service level agreements, data grading rubric, and technical specifications.
- Directs the acquisition, development, and maintenance of spatial data.
- Designs and develops interactive maps, web applications, data schemas, and data portals.
- Oversees and administers GIS office budget.
- Conducts training, outreach, technical support, and vendor engagement.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in engineering or the hard sciences such as Civil Engineering or GIS; or a Master's Degree in Business, Public Administration or closely related field; Requires six years' progressively responsible experience as a GIS analyst, GIS technician or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office machines or tools within moderate tolerances or limits of accuracy.

### Unavoidable Hazards (Work Environment):

None.

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Revised: 6/4/2020 (DJ)  
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### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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