



**CITY OF MARYSVILLE**  
invites applications for the position of:

# **Geographic Information System Supervisor**

An Equal Opportunity Employer

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**SALARY:** \$7,430.00 - \$9,320.00 Monthly

**OPENING DATE:** 01/18/19

**CLOSING DATE:** Continuous

**POSITION SUMMARY:**

**Open until filled. First review of applications 2/8/19.**

This position plans, organizes, coordinates and directs the development and maintenance of the city's geographic information system (GIS). Works cooperatively with city staff and the public to create unique, customized digital and presentation maps and exhibits, writes programs to provide user access to digital information and maps, and develops long term work programs for GIS.

This is a supervisory position whose work performed requires the application of professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate review. Incumbents perform the more complex GIS activities, are responsible for the day-to-day operations and overall results in their respective area of responsibility, and alert their supervisor appropriately to potential issues.

**EXAMPLES OF JOB DUTIES:**

*Other duties may be assigned as needed.*

1. Designs, develops and manages the city's geographic information system including the development and maintenance of the city's GIS data, hardware and software; assesses department needs; researches technological advances and ensures the city's geographic information system's data and capabilities remain current.
2. Coordinates GIS work flow, including receiving requests from user departments, prioritizing them with the assistance of the department director, and coordinating projects between user groups and GIS staff to ensure completion of assignments.
3. Supervises division staff, including participating in the hiring process for new employees, assigning tasks, providing appropriate training, reviewing employees' work processes and products, counseling employees, giving performance evaluations, and recommending disciplinary action.
4. Manages database development projects; develops and maintains systems to integrate new and existing databases.
5. Prepares written reports of GIS activities; runs statistical queries from the city's GIS for various departments.
6. Provides support to system users regarding custom data and mapping products; consults with staff to assess custom needs; provides custom maps, reports or data extracts accordingly.
7. Creates and maintains standard operating procedures and policies for GIS databases; recommends short and long range plans to meet the city's GIS needs.

8. Oversees, directs and supervises the development and implementation of the City's asset management system which incorporates a computerized maintenance management system.
9. Trains and assists users; provides technical guidance and support for the user group and departmental staff on GIS systems, applications and procedures.
10. Interprets plans, photos and maps; inputs, edits and verifies data in the GIS system; prepares and maintains a variety of base and specialty maps, records, and reports related to land use, public works and other data.
11. Coordinates GIS user group meetings and development of citywide GIS strategy and annual work program; meets with user groups to determine needs and direction of projects.
12. Participates in the development of city policies regarding the provision of geographic data to the public; ensures adherence to established policies.
13. Participates on city and regional GIS related forums and committees.

### **QUALIFICATIONS:**

*A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.*

- Four years increasingly responsible experience developing and maintaining a GIS system.
- Prior experience in a lead or supervisory capacity.
- Bachelor's degree or higher in geographic information system, computer science, engineering, geography, earth sciences, or related degree with specific training in GIS technology.
- Ability to effectively use all GIS hardware and peripherals proficiently including windows based computer and related software applications that support the geographic information system function including ESRI software; ability to learn new software or techniques to complete assigned tasks.
- Ability to interpret maps, legal descriptions, and a variety of other planning documents.
- Knowledge of principles and practices of geographic information systems, particularly ArcInfo.
- Knowledge of principles and practices of geographic information systems database design and maintenance.
- Ability to plan, organize and supervise the work of subordinate employees.
- Must possess, or have the ability to possess within one month of hire date, a Washington State Driver's License.

### **WORK ENVIRONMENT:**

*The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds; occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works inside, and the noise level in the work environment is usually low. The incumbent frequently travels to meetings at other city facilities and occasionally to outside agencies.

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer*

*and the requirements of the job change.*

The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non-job-related medical condition or disability.

**Posted in-house: 1/22/19 - 1/28/19.**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://marysvillewa.gov>

Job #00326

GEOGRAPHIC INFORMATION SYSTEM SUPERVISOR

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OUR OFFICE IS LOCATED AT:

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Marysville, WA 98270  
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[jobs@marysvillewa.gov](mailto:jobs@marysvillewa.gov)

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