



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

POSITION TITLE.....: GIS Manager  
DEPARTMENT.....: Utilities  
DIVISION.....: GIS  
CLASSIFICATION/GRADE....: GIS Manager/210  
REVISED.....: 10/2021  
REPORTS TO.....: Utilities Director  
REVIEWED.....: 01/2022  
WAGES.....: Exempt (Salaried)

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### **SUMMARY:**

Under the direct supervision of the Utilities Director, the GIS Manager serves as general manager/administrator of the GIS Division including oversight of activities required to maintain the GIS hardware, software, base map shape files, databases, and imagery. Incumbent is expected to stay informed of industry trends and practices and to generally perform independent of direct technical supervision. Job requirements may involve resolution of complex and technical problems.

### **BASIC FUNCTIONS:**

1. Coordinate hardware hosting and maintenance with the Finance Department IT Division; coordinate GIS user software licensing and distribution;
2. Establish and administer graphic and data standards;
3. Organize and manage the GIS maps and databases library.
4. Supervise and direct the work of GIS interns and other assigned technicians;
5. Develop and maintain resources for GIS users, including training materials, procedures, scripts, and trouble-shooting tools;
6. Perform general GIS functions for departments without GIS technical staff;
7. Represent the Terrebonne GIS Project at conferences and seminars;
8. Manage contract resources to monitor progress.
9. Perform any additional Utility activities as directed by the Utilities Director.

### **OTHER REQUIREMENTS:**

1. Advanced working knowledge of ESRI GIS applications, including feature and database creation and maintenance;
2. Advance working knowledge of MS Office suite;
3. Excellent interpretative and analytical skills;
4. Excellent oral and written communication skills, including preparation and delivery of reports and presentations;
5. Must possess a valid Louisiana driver's license
6. Availability to work outside normal business hours as required to meet workload or as required in emergencies.

### **EDUCATION/EXPERIENCE:**

1. Post-secondary education in geographic information systems (GIS) or computer-aided design (CAD) and computer literacy, including database management; a degree in a technical discipline with GIS work experience is highly desirable
2. Five (5) years GIS experience
3. Any equivalent combination of education and experience as determined by the department