

GEOGRAPHIC INFORMATION SUPERVISOR

KIND OF WORK

Professional supervisory geographic, resource analysis and data base work.

NATURE AND PURPOSE

Under administrative direction, employees in this class supervise subordinate professional and technical production and programming staff who plan, design, develop and implement computer mapping, resource analysis and data base projects for clients of the Land Management Information Center. Employees in this class effectively recommend to management goals, policies and procedures for immediate and long term planning of the human, technical and financial resources of the section. Perform related work as assigned.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Defines and formulates work plans to identify and prioritize the immediate and long range goals of the Land Management Information Center by analyzing current and projected revenues, by assessing and anticipating clients' needs, by developing major project proposals, by evaluating staffing patterns and equipment capabilities.

Directs the research of new products to improve the Land Management Information Center's long-range capabilities to provide local, statewide and regional level custom graphic products, resource analysis and data base services by reviewing cost estimates and methods of product development, by evaluating forecasts of probable immediate and long-range applications of and demand for products and by ensuring their compatibility with existing data and systems.

Supervises subordinate professional and technical staff to complete the projects of the Land Management Information Center by hiring, directing, disciplining, evaluating, training and assigning duties to them.

Approves the design and plans for the most complex projects for client groups to assess and respond to client needs for custom graphic products, resource analysis and data base services by conducting meetings with client groups, estimating the production costs, negotiating the final costs and production deadlines.

Administers the implementation of projects to produce custom graphic products, resource analysis and data base services by resolving conflicts in the assignment of professional production and programming staff to multiple projects, by establishing guidelines for project and production schedules and deadlines, by negotiating final cost of over-budget projects and by evaluating project documentation.

Markets custom graphic products, resource analysis and data base services by developing marketing plans and strategies, by actively seeking data sponsors, by presenting product information to large, diverse audiences and by approving the design and distribution methods of materials describing the Land Management Information Center's services.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Human resource management sufficient to analyze and direct effective staff assignments within the work section.

Personnel rules and collective bargaining contracts sufficient to resolve grievances and conduct performance evaluations of subordinate employees.

Computer hardware and software sufficient to develop, select, install and modify the information system.

Computer mapping, resource data analysis and data base management sufficient to approve the design of complex projects, to act as an expert in solving technical problems, to evaluate new products and critique research of project proposals.

Budget analysis and cost systems sufficient to develop the section's budget and negotiate the final cost of over-budget projects.

Planning principles sufficient to formulate work plans and identify immediate and long-range goals.

#### Skill in:

Group facilitation sufficient to conduct staff and client meetings.

Public presentation sufficient to represent the Land Management Information Center's programs to a wide audience of diverse technical persons.

Ability to:

Direct subordinate staff in the performance of their assigned work responsibilities sufficient to ensure the effective completion of Land Management Information Center projects and to mediate staff conflicts.

Direct the planning and development of products, policies and procedures to ensure the effective use of available resources and to resolve the competition for these resources.

Provide technical guidance to all professional staff sufficient to solve complex technical problems.

Est.: 10/86

Rev.:

T.C.:

Former Title(s):