



City of South Bend

Vacancy Announcement

Post Date: Wednesday, April 3, 2019

Closing Date: Until filled

## **MANAGER-GIS & DATA**

**Category:** Full Time  
**Department:** Innovation & Technology  
**Reports To:** Director of Applications  
**Schedule:** Monday-Friday, 8:00 am-5:00 pm. Hours may vary based on departmental need.  
**Pay Rate:** \$55,000-\$65,000/yr. (Exempt)  
**Position:** **SUMMARY**

Establish and implement standards and procedures for databases, schemas, data, and manage the associated software and hardware. Scheduling and managing projects and technical training and support for various city departments and other utility organizations.

### **SUPERVISION EXERCISED**

Supervises Senior GIS Specialist.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Implement and maintain data governance including policies and best practices including developing, coordinating, and enforcing data standards.
- Administration of various application databases.
- Data schema development and set up for various departments.
- Monitor and assess database and application system
- Coordinate and supervise technological training and support for city wide departments pertaining to data standards.
- Evaluate implications of new applications and processes on legacy data and/or applications performance.
- Support data maintenance of various systems in conjunction with other departmental subject matter experts including manage backups.
- Help with application set up for various departments.

### **NON-ESSENTIAL / MARGINAL FUNCTIONS**

- Assume additional duties and responsibilities as assigned.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree required. Master's degree preferred; experience will also be considered in lieu of education.

- Minimum 3-5 years of data management experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledge of databases (MS SQL, MySQL, PostgreSQL) and database transactions.
- Knowledge of Geographic Information Systems (GIS) (ArcGIS for Desktop and Server) and AutoCAD.
- Availability to work off-hours for maintenance and upgrading of IT systems.
- Strong project management skills.
- Ability to work in a fast-paced environment with competing priorities.
- Desire to produce quality work in a team environment.
- Strong customer service and problem-solving skills.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, and the public.
- SQL scripting experience preferred.
- Willingness to learn new data gathering and data management technologies like, but not limited to, GPS field equipment.

#### **LICENSES / CERTIFICATIONS**

- Valid Driver's License required.

#### **EQUIPMENT**

Desktop computer and all office equipment, G.P.S. Surveying Equipment including software, and other tools relevant to the fulfillment of data needs at the City.

#### **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to wait on customers at counter for extended periods of time, stand, sit, talk or hear. The employee is occasionally required to use hands to finger, handle, or operate objects, tools and controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus. The employee is occasionally required to lift and/or move up to 50 pounds.

#### **WORK ENVIRONMENT**

Work is performed in office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate. Entire office is smoke free.

#### **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

#### **TO APPLY**

All applications for currently posted positions can be submitted online at <https://southbend.in.gov/employment> or at the application kiosks: 12th floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

#### **Drug Screen Required**

#### **Comprehensive Background Check required**