

LANCASTER COUNTY COMPUTER AND GIS RECORDS SUPERVISOR

NATURE OF WORK

This is responsible professional and technical work supervising and coordinating data processing and record keeping activities within the Geographic Information Systems (GIS) division of the County Assessor's Department.

Work involves supervising GIS staff and activities involved in maintaining the GIS records for the County. Work also involves the development, maintenance, modification, and implementation of the GIS data processing systems utilized within the County Assessor's Department and consulting with departmental superiors/Data Processing staff when problems arise or changes need to be made to existing computer programs. An employee of this class exercises considerable independent judgment in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed in the form of results achieved. Supervision is exercised over subordinate GIS supervisors, technicians and support personnel.

EXAMPLES OF WORK PERFORMED

Supervise, coordinate, maintain and secure the parcel coverage portion of GIS; create and maintain Arc Macro Language files; coordinate, supervise and train subordinate technical staff in the operation of ARC/INFO.

Develop, maintain, modify and implement GIS data processing systems; develop, establish and implement policy regarding computer data entry to ensure efficient data access and retrieval.

Coordinate divisional data processing activities; identify appropriate GIS selection criteria and create special reports for agencies within City and County government, private citizens and community organizations.

Investigate and determine cause of problems with GIS computer software applications; recommend and test computer programs for the Assessor's Department; consult with departmental superiors/Data Processing concerning potential purchase of additional computer software for the Assessor's Department.

Supervise data entry and record maintenance within the GIS computer system.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of proper procedures to coordinate and maintain a systematic backup procedure for large computer file databases/GIS data processing files.

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Knowledge of mapping techniques and procedures as related to the creation, revision and updating of maps within the Assessor's Department.

Ability to write computer programs/queries to access information documented within multiple computer files.

Ability to instruct, direct, supervise and evaluate subordinate personnel.

Ability to establish and maintain effective working relationships with property owners, public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the use of ARC/INFO data processing systems and related GIS computer software applications.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in computer science, planning, geography, engineering or related field and experience using ARC/INFO computer software or similar programming, systems analysis experience and experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Completion of an Associate's Degree in computer science, planning, geography, drafting or related field including some experience using ARC/INFO computer software or similar programming, some experience with systems analysis and some experience in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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