



## CLASS SPECIFICATION

**Class Title:** GIS Team Leader  
**Department:** Information Systems  
**FLSA:** Non-exempt

**Class Code:** 7792  
**Grade:** 25  
**Eff. Date:** 02/26/2007  
**Revised:** 07/16/2024

### GENERAL PURPOSE

Under general guidance and direction from the Director of Information Systems and Network Services Administrator, supervises the GIS (Geographic Information Systems) team providing software support and development/ maintenance of new and existing systems.

### EXAMPLE OF DUTIES

Supervises the GIS work team. Assists and leads in all facets of the GIS programs that may include design, complex technical review, and development of departmental GIS projects including development of individual map layers, base map and database design.

Leads team in developing and maintaining GIS software and data for County departments, administration, and citizens.

Participates in hiring decisions and promotions, coordinating workload and delegating assignments, training, and monitoring work of team members. Arranges for and encourages training for employees and career path planning. Evaluates performance in compliance with Davis County Policies and Procedures. Initiates corrective or disciplinary actions (including termination) as instructed and in compliance with all applicable policies and procedures.

Acts as a project leader, technical advisor, and advocate to further develop and implement an integrated, County-wide GIS program. Works with GIS team to keep the County's GIS program up-to-date and functioning as per County departments and citizen needs. Resolves difficult business problems through development of new systems and maintenance of existing systems using established tools.

Coordinates work with consultants, GIS committee, and GIS support staff in all County departments. Establishes and maintains liaisons with relevant city, county, state and national GIS agencies.

Responsible for helping to build succession plans for key GIS employees.

Operates GIS workstations and utilizes various software and hardware to develop database systems to maintain, retrieve and analyze a variety of GIS features and records.

Performs geospatial and statistical analysis for scientific studies and reports relating to the departments' work processes and programs. Performs technical review of geographic data to determine accuracy and usability.

Performs analysis of geographic data sets to respond to requests from County departments, the public, and local, state, and federal agencies.

Researches and remains current on computer industry trends and emerging software.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in a technical or scientific field such as urban planning, geography, computer-aided engineering, mathematics, computer science or a closely related field, plus four (4) years of full-time employment in GIS, cartography, urban planning, computer operations, or a closely related field, two (2) years of which must have included experience in the development and/or design of a comprehensive GIS project. An acceptable combination of education and experience may be considered.

*Preference* given for supervisory experience.

**2. Special Requirements:**

Pass the Davis County Sheriff's Office background investigation.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** GIS tools with an emphasis on experience in ESRI ArcGIS Pro; change management; technology trends; strategic planning and supervision; formulating user/department requirements; relational databases such as MS SQL, Informix, and Oracle; local government organization and functions; supervisory principles and practices; County and IS Department policies, procedures, and practices.

**Skill in:** applying information technology concepts and analysis; using data collection devices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** design and develop geographic database systems; exercise initiative in assigning and completing projects; exercise sound operational judgment; effect and record results utilizing skills of professional/technical staff; work with others to assess and solve high-level and complex data processing problems using GIS technologies; express technical ideas clearly, concisely, and in an explicable manner; supervise, assign, and evaluate the work of others; establish and maintain effective working relationships with supervisors, other employees, customers, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required



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of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***