CLASSIFICATION TITLE: GIS Supervisor	JOB NUMBER: 7165	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Information Technology Manager	PAY GRADE: 25	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs complex administrative work ensuring the oversight and administration of the City's GIS, Data and Asset Management business functions, including gathering and prioritizing business requirements, defining technology solutions for GIS systems, and computerized maintenance management systems (CMMS)/enterprise asset management systems (EAM), working closely with business groups to ensure business objectives are met; performs related work as apparent or assigned. Work involves setting policies and goals under the direction of the Information Technology Manager (supervisor). Continuous supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Supervises assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees.

- Supports assigned projects and activities; delegates projects and workload; monitors deliverables and timelines; analyzes business needs and aligns programs and projects to resolve needs; conducts requirement gathering meetings, business process reviews/ improvements; provides technical leadership and consulting across the organization, from strategic decision making down to the project planning level for all GIS, asset, and database integration projects.

- Establishes and maintains GIS systems and servers with integrated enterprise asset management systems (EAM) leads and trains staff, and collaborates with asset managers and departmental users in managing data, developing of workflows for service request and work order completion to reach desired levels of service for each asset class.

- Plans for, develops workflows for and ensures collection of field asset inventory data in support of the on-going development, implementation, and maintenance of the robust GIS systems necessary for efficient operations and long term capital planning.

- Leads GISand related system testing including development, modifications, patches and fixes. Manages the upgrades and patch releases of GIS and related systems, backend databases and related software and communication and scheduling of changes or enhancements in vendor releases to the city users.

- Works with the departments and teams that are responsible for development of GIS & asset management standards and other systems to ensure those standards can be translated to the managed applications, and assists in the development of tools to measure data and process quality against those accepted standards.

- Coordinates with supervisors and team leads to create, distribute and execute various internal performance and metric reports to management. Provides data to inform the Capital Program for its five year strategic capital investment and asists with strategic long-term planning for Asset Management Program.

- Compiles user documentation and training materials for all standard functions of the GIS, asset data and supported systems, and includes review of all documentation prepared by other team members. Provides training to users, leads workshops and implementations for city's asset and data management systems.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- City's strategic business plans.
- Experience in GIS server, GIS software upgrades and administration.
- Experience with common asset management platforms, analysis, database administration and GIS experience servicing local, state or federal agencies.
- IT/GIS project planning and management with experience in leading multi-departmental teams towards common technology solutions.
- A deep understanding of data, GIS and asset management: design and implementation of asset management database(s), hierarchies, modeling, mainteance and relationships.

- Experience with relational databases such as SQL Server in database administration, development, analysis and implementation.
- Data automation using scripting in SQL, Python and Javascript and modeling, querying, and analysis.
- Experience with GIS and asset governance from a policy and procedural perspective.
- Experience with ArcGIS (ESRI) suite of products in areas such as database, user and licensing administration, webGIS, AGOL, third party integrations and application development.
- Applicable Federal, State, and local law, rules, codes and regulation related to assigned actvities.
- Administrative priniciples and practices, including program development, implementation, and evaluation, project management and supervsion of staff.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Technical aspects in field of specialty.

Skills and abilities to:

- Drive the development, execution and maintenance of the IT Strategic Plan with specific input about GIS and Asset management program for the city.
- Support the IT Operations & Services and IT Applications teams in execution of the IT & GIS database and server architecture.
- Assist in the development and management of an infrastructure capacity plan.
- Support the IT Manager in the IT Governance Committee and Technical Review Committee meetings.
- Conduct research on emerging technologies in support of asset management and database development efforts, and recommend technologies that will increase cost effectiveness and infrastructure flexibility.
- Effectively communicate and manage project expectations and status to project managers, owners, sponsors, team members, and other stakeholders in a clear and concise fashion.
- Effectively manage project teams' time and allocate resources to ensure deliverables are completed on-time and on-budget.
- Analyze, conceptualize and problem-solve.
- Troubleshoot project problem areas/mitigate project risks.
- Train, supervise and evaluate assigned personnel.

- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Obtain PMI-Agile Certified Practitioner (ACP) or Project Management Professional (PMP) certification within two (2) years of hire and maintain throughout employment.

EDUCATION AND EXPERIENCE

Bachelor's degree with coursework in GIS, Information Systems, Engineering or related field and five (5) or more years of experience in GIS and Asset Management, including two (2) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals.

Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.

- Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
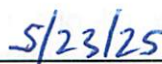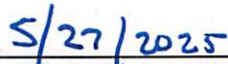
This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions,

frequently requires speaking or hearing and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to outdoor weather conditions, exposure to the risk of electrical shock, and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

[signature]	5/25/25
Human Resources Director	**Date**
[signature]	5/23/25
Department Head	**Date**
[signature]	5/27/2025
City Manager or Authorized Designee	**Date**