



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ENTERPRISE GIS & CAD TEAM MANAGER

Group-Section: Business Technology Group - Information Technology Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 062 Job #: TM022
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JOB SUMMARY

Responsible for managing and supervising the development, implementation, and administration of the Enterprise Geographic Information System (GIS), Computer Aided Design System (CAD), and 3-D printing functions for Metropolitan. Areas of responsibility include ensuring reliability and availability of enterprise Geographic Information System applications; evaluating Geographic Information System needs; maintaining Enterprise Geographic Information System data to meet Metropolitan needs; ensuring compatibility with other Information Technology Enterprise applications; managing requests for geospatial analysis, mapping, and reporting; planning of resources; and researching technology innovations to determine potential application to Metropolitan business needs.

OVERSIGHT

Oversight Received: Receives direction from the Unit Manager.

Oversight Given: Manages and supervises a staff of professionals and technicians.

JOB DUTIES

1. Manages the development, upgrade, and maintenance of GIS; reviews, assigns, and monitors the development, implementation, and maintenance of the Geographic Information System database, applications, and related projects including 3D printers and their capabilities.
2. Manages GIS application and the associated data. Ensures the availability and currency of enterprise data. Reviews requests for additional layers or information for the GIS; selects and purchases or acquires base map layer and aerial imagery from public agencies, private entities, and organizations; and establishes and administers contacts and maintains licenses.
3. Coordinates team activities with other information technology teams and with managers and staff in other business units; and participates in the planning and implementation of complex projects.
4. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness and adherence to standards; and assesses employees' competencies and develops training plans.
5. Provides general administration of the team including establishing and tracking team goals and objectives; analyzes team activities and prepares, develops, and monitors team budget; evaluates resource needs; assists in the development of the annual business plan; and provides quarterly updates of the business plan.

6. Estimates costs and staffing requirements for requested projects; assists in preparation of capital budget; selects and monitors temporary staff and consultants; and prepares and evaluates request for proposals, participates in selection of contractors, and manages contracts for services.
7. Ensures GIS is available and functioning at an optimal level; establishes GIS standards and practices; monitors system performance and security; and purchases, installs, and manages GIS application licenses.
8. Ensures that GIS customized solutions are available to users, and that they function at optimal levels; establishes standards and practices for dealing with spatial information. Monitors the performance and security of spatial applications. Purchases, installs, and manages licenses for GIS and other related spatial IT applications.
9. Manages GIS spatial analysis and mapping; develops applications; and provides technical expertise to staff.
10. Assists in developing team and unit policies, methods, and procedures; reviews and makes recommendations regarding the development of quality assurance and quality control procedures, project milestones, presentation, and documentation.
11. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Supervisory methods and techniques; team building; contract administration; project management including planning, scheduling, and costing; report writing; personnel management practices; practices and principles of strategic planning; performance measurement tools and metrics; policies and procedures related to budget, procurement, and human resources; Geographic Information System applications software; principles and practices of Geographic Information System; and cartography.

Required Skills and Abilities to: Plan and organize the work of the team; encourage and facilitate cooperation; interpret laws, rules, and regulations relative to the section and group; communicate orally and in writing; determine training needs of staff; establish collaborative working relationships with all levels within Metropolitan; utilize Geographic Information System software applications; and perform spatial analysis and cartography.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

None

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements