

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** GIS Program Supervisor

**Unit:** Supervisory and Professional

**Page:** 1 of 3  
**Job Code:** D1196  
**Original Date:** 04/2018  
**Last Revision:** 07/2024  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Level:** 04

---

### **DEFINITION**

Under the general supervision of the District Architect or assigned manager, provide program and technical management for the District's Geographical Information System (GIS) and supervision of assigned personnel in the direct development and maintenance of the District's Geospatial Data Repository.

### **EXAMPLE OF DUTIES**

1. Serve as the appointed GIS Program Supervisor in all aspects related to geospatial information systems.
2. Provide oversight and direction for all programs associated with the management, technology, and supervision of the GIS, including design, implementation, development, repair, and maintenance.
3. Provide program management and technical support for an integrated, inter-departmental GIS.
4. Provide technical oversight of mapping, spatial analysis, and modeling of geographic information.
5. Establish and attain the objectives that facilitate collection and dissemination of geographic information and computer systems analysis, including analysis of GIS processes or problems and the design of integrated systems for accomplishment of work through the application of computer technology.
6. Develop program goal strategies providing direction to the GIS implementation, development, and sustainment.
7. Perform GIS development as a lifecycle process that begins with systems and process analysis, research, and systems study leading to a feasibility report and a developed implementation plan.
8. Provide program and technical advice and guidance to facilitate GIS data collection, publication, and usage. Manage contract scope development for ongoing and future planned GIS projects.
9. Research and identify GIS user requirements. Produce a requirements study/analysis to be used as the basis for future projects.
10. Direct the GIS implementation and development. Review unit processes for most efficient use of the GIS in the workplace. Develop and implement strategy, plans, policy, and procedures. Research and ensure proper use and amount of technology within resource constraints.
11. Create management overviews, dashboards, and scorecards on a recurring basis of the GIS program status and progress. Develop internal reporting with monthly tracking of goal producing activities metrics and major status reports on projects.
12. Track financials quarterly and annually. Monitor production and material levels.
13. Ensure the accuracy, quality, and timeliness of published products, either hardcopy or digital maps.
14. Oversee the Facility Management Department's digital records.
15. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge:**

Applicable sections of the California Education Code.  
Data standards, including the Spatial Data Standards for Facilities, Infrastructure, and the Environment (SDS/FIE).  
Database software (e.g., MS Access, SQL Server, SharePoint, Fusion and Oracle) to implement and maintain a database system.  
District organization, operations, policies, and objectives.  
Environmental regulations for California and San Diego County.  
ESRI ArcGIS suite 8.3 or 9.1, ArcIMS, and ArcSDE 8.x or 9.x.  
Geospatial sciences concepts, principles, and practices, including cartography, geographic information systems, remote sensing, and scientific data visualization and their application to geospatial operations and analysis as they relate to management applications on District facilities.  
Government contracting rules and regulations.  
Mission, objectives, terminology, and management practices in the District to recognize probable areas of interaction and overlap between proposed applications and existing systems.  
Oral and written communications skills.  
Prevailing practices in public and private sector automation to advise on alternative approaches in application systems development or problem solving.  
Principles and practices of work direction, supervision, and training.  
Principles of database management.  
Record-keeping techniques.  
SDS/FIE Spatial Standards (CADD/GIS Technology Center, Vicksburg MS).  
Technical aspects of field of specialty.

**Skills and Abilities:**

Adapt proven approaches in the formulation of programming specifications for new systems and major changes to existing systems.  
Analyze and evaluate complex alternatives concerning program priorities, policies, requirements, and systems associated with GIS implementation.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.  
Establish and maintain effective working relationships with others.  
Interpret and apply laws, rules, and regulations.  
Provide instruction on the capabilities and use of a GIS by formal classroom instruction, infield analysis and instruction, or by written direction.  
Manipulate digital geospatial data, including data production, data management, and data storage and retrieval.  
Meet schedules and time lines.  
Modify existing systems and relate major considerations or aspects of the work to the overall project.  
Plan and coordinate the activities of other technical personnel.  
Prepare and present reports.  
Prepare high valued, complex contracting requests within government rules and regulations.  
Present digital geospatial data using both maps and tabular reports.  
Review and evaluate existing facility management systems and provide and implement system improvements.  
Train, supervise, evaluate, and provide work direction to assigned staff.  
Understand and follow oral and written directions.  
Use ESRI ArcGIS suite 8.3 or 9.1, ArcIMS, and ArcSDE 8.x or 9.x.  
Use SDS/FIE Spatial Standards (CADD/GIS Technology Center, Vicksburg MS).  
Work independently with minimal supervision

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's Degree in Geography and five years of experience in developing, implementing, and managing a GIS system containing GIS/CAD Center SDS/FIE, CADD operations, and GIS data management as they relate to the fields of engineering, planning, facilities/utilities/environmental management, cartography, geography, and/or physical science. Experience with SharePoint and Fusion is required.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office; some travel from site to site.