JOB DESCRIPTION

Title: Project Manager- GIS Operations and Planning | Department: Business Administration

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GENERAL DESCRIPTION:

The Project Manager GIS - Operations and Planning oversees the City's ESRI Geographic Information Systems (GIS) project portfolio, ensuring projects are effectively implemented, maintained, and used across all departments to improve data-driven decision-making, infrastructure tracking, and resident services. This role requires an operational aptitude that helps identify process and service delivery gaps within departments, assesses the application of GIS tools to eliminate those gaps, and the technical ability to work within the ESRI framework. The role will coordinate and integrate the ESRI platform with other established city software systems. The Project Manager GIS Operations and Planning operate under the supervision of the Business Administrator in coordination with the IT Director.

DUTIES AND RESPONSIBILITIES:
- Manage the City's ESRI GIS platform and related applications through planning, execution, and delivery of GIS projects from initiation through completion
- Develop and maintain GIS-based maps and datasets for City infrastructure, assets, and operations
- Track and analyze trends and patterns related to capital projects, road conditions, and service delivery
- Coordinate cross-functional teams including GIS analysts, IT staff, vendors, and subject-matter experts
- Maintain accurate GIS records for potholes, road closures, pavement cuts, street signs, smoke detectors, stormwater basins, capital projects, and other City assets
- Coordinate with City departments, IT staff, and external vendors to ensure data accuracy and system reliability
- Integrate GIS systems with other city software systems
- Track project progress, prepare status reports, and present updates to leadership
- Establish standards, workflows, and apply best practices for GIS data management
- Provide training and technical support to City staff using GIS tools
- Performs other work, as required

PREFERRED KNOWLEDGES, SKILLS AND ABILITIES

- Bachelor's degree in GIS, Geography, Computer Science, Urban Planning, Engineering, Business, Analytics or a related field
- Experience managing GIS projects or complex technical projects
- Demonstrated experience with GIS software (e.g., Esri ArcGIS Pro, ArcGIS Online, Enterprise, or equivalent)
- Strong project management skills, including scheduling, budgeting, and resource coordination
- Excellent communication, organizational, and problem-solving skills
- Ability to present technical information clearly, concisely, and in an interesting manner to citizen groups, public officials, and the public.
- Ability to analyze and supervise the systematic compilation of technical and statistical information and to prepare sophisticated technical reports.
- Ability to establish and maintain effective working with City officials, governmental agencies, citizen groups, and the general public.
- Driver's License