

HIGHWAY GIS APPLICATIONS MANAGER

DESCRIPTION: Under administrative direction, organizes, plans, administers, and supervises the Geographic Information System (G.I.S.) Section of the Department of Roads Transportation Planning Division; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops and implements policies and procedures to guide the operation of the Geographic Information System (G.I.S.) Section of the Department of Roads Transportation Planning Division.

Plans, assigns, and directs the work activities of the section's supervisory staff to attain work goals and to ensure consistent application of administrative policies, procedures, and standards.

Supervises, evaluates, and compares work performance of assigned staff with established standards to determine the quality and quantity of employees' work and to recommend personnel actions such as appointments, promotions, disciplinary actions, grievance dispositions, status changes, and separations and to identify employee training needs and to improve career advancement potential.

Manages the Data Collection Unit, including road, bridge, railroad, and special inventories, and the video-log operation.

Manages the Cartographer Unit, which develops and updates Nebraska's county and city maps.

Manages the Spatial Applications Unit, which interacts with potential users of G.I.S. to define application requirements; designs, programs, and implements G.I.S. applications.

Manages the Spatial Analysis Unit, which creates and maintains the graphics portions of the G.I.S. applications, operates existing G.I.S. applications, assists other G.I.S. application development staff in the development of G.I.S. applications.

Evaluates technological advances and promotes usage of appropriate applications in the Section and among various users.

Evaluates proposals for obtaining or distributing data to department, other state agencies, or private sector sources.

Coordinates G.I.S. activities within and between varying organizations.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: extensive knowledge of the G.I.S. technology including hardware and software standards and capabilities.

HIGHWAY GIS APPLICATIONS MANAGER (continued)

Ability to: evaluate agency needs and establish short and long range plans based on needs; manage user needs assessments and application designs; develop and maintain effective working relationships with vendors, staff, and users.

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: G.I.S. technology; the State highway system; management principles and personnel administration issues; the planning process; data collection and analysis techniques; Nebraska Department of Roads operations.

Ability to: conduct user needs assessments and applications designs; communicate effectively; plan, organize, and assign the work of assigned staff; train and evaluate assigned staff.

Skill in: conducting meetings; organizing and prioritizing work; presenting information.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for positions in this class is post high school coursework/training in geography, engineering, or data processing AND experience in the Geographic Information Systems field.