



Western Reserve Land Conservancy

land • people • community

JOB POSTING DIRECTOR OF GIS

Reports to:

Dennis Bower, CFO/CIO

Application Deadline:

May 2, 2016

Summary:

The Land Conservancy's service area includes natural, working, and urban landscapes. Within that context, the Director of GIS is responsible for all GIS services including updating and maintaining a custom GIS server, GIS data creation and reconciliation, GIS database design and maintenance, conservation planning activities, consulting services, and handling GIS software and hardware issues. The GIS department provides services to both internal and external customers including map creation, posters and web applications as needed. The director sets department goals and objectives, and develops strategies regarding the GIS Group's direction and business development. The Director of GIS is a member of the central services team, reporting to the CFO/CIO. The Director of GIS has supervisory responsibility for the GIS Group.

Key Areas of Responsibility:

Data Management, Creation, & Reconciliation

The Director of GIS is responsible for the collection and management of all GIS data including data collected from townships, counties, state and federal agencies and other sources. This individual also creates & maintains a plan for updating all data layers on a regular basis while keeping track of updates. The director facilitates the creation and maintenance of in-house data layers for land protection, stewardship, development, the Land Conservancy's Thriving Communities urban program, consulting services, and other efforts.

GIS System/Infrastructure Management

The Director of GIS manages and maintains the GIS Server, ArcGIS licenses, software updates, and GIS software for the organization. This individual also manages and maintains the web and mobile GIS systems used by staff as well as for potential future expanded use by external partners and/or the public. The director trains or coordinates training for staff on all available GIS systems.

Map Making

The Director of GIS oversees the GIS Group's map-making efforts. This individual maintains and creates map templates and scripts to facilitate consistent & efficient map production

throughout the organization. The Director monitors and maintains the GIS map request process. While the GIS Technician is the primary map maker of the Group, the Director of GIS provides secondary map-making support as needed.

Conservation Planning and Reporting

The Director of GIS manages internal conservation planning and reporting for the Land Conservancy, including maintaining our existing conservation plans and creating new plans as needed including an anticipated urban open space plan. The Director works closely with the Land Protection team to ensure that internal plans are meeting their needs.

Project/Consultancy Support

The Director of GIS is responsible for the Land Conservancy's internal and external GIS project and consultancy activities. Responsibilities include developing project budgets and proposals as well as supervising and executing plans to complete projects for internal and external partners. Examples include urban property inventories and creation of web and mobile applications. The director will work with senior management and staff to identify and pursue opportunities to develop and deliver GIS related consultancy services.

Supervisory Responsibilities

The Director of GIS provides direct supervision of GIS staff. This includes developing and monitoring annual work plans, monitoring requests for services and staff time tracking. Responsibilities also include developing and monitoring an annual departmental work plan and budget.

Culture, Communication, and Continuous Improvement

Like all staff members, the Director of GIS is responsible for contributing to a positive organizational culture by providing strong communications, living the Land Conservancy values, and demonstrating a willingness to collaborate, learn, and develop. The Director is also responsible for leading and performing in a manner that is professional, collaborative, timely, and of high quality. This includes pursuing continuous learning and personal and professional development regarding GIS, conservation, real estate, urban development, funding, people and program management, and related issues. Finally, the Director seeks to advance opportunities to coordinate and integrate activities, messaging, and strategically allocate resources.

Required Education and Experience:

- BA degree required, with related Master's degree preferred
- Must have a minimum of 5 years work experience in GIS

Required Capabilities:

- Candidate must demonstrate significant experience with general data analysis techniques, data development, management, and maintenance
- Candidate must have a strong proficiency in ESRI ArcGIS 10.x Desktop and extensions, ArcGIS Server, along with knowledge of cartographic principles
- Experience using arcgis.com to publish data and create web/mobile maps and applications
- Strong proficiency in Microsoft products, including Office suite, Server and SQL Server

- Thorough understanding of information security and business continuity through creation and implementation of backup routines
- Candidate must possess knowledge of hardware and software maintenance as well as the ability to troubleshoot problems
- This person must have strong interpersonal skills and be a team player, able to work effectively across multiple teams
- The manager must also demonstrate an ability to manage time, prioritize competing projects, and multi-task
- Demonstrated commitment to the Land Conservancy's mission is essential

Preferred Capabilities:

- Ability to assist with general IT desktop support
- Experience with managing multiple physical and virtual servers running Microsoft Server 2002 onward
- Experience designing, building and maintaining database applications using Microsoft Access and SQL Server
- Knowledge of web design and maintenance, preferably via a modern content management system-based product
- Experience planning and delivering consulting services to third parties and external customers
- Experience in land protection and conservation planning

General:

Hours: Weekdays, regular business hours, nights & weekends as necessary
Salary: Salary commensurate with management-level GIS position
Office Location: 3850 Chagrin River Rd. Moreland Hills, OH 44022
Travel: As necessary related to consulting services and in support of multiple office locations
Apply: <https://westernreservelandconservancy.gethired.com/>