

Class Title

GIS Supervisor

Class Code

TBD

Salary

\$44.39 - 60.50 Hourly

\$92,331.20 - \$125,840.00 Annually

General Duty Statement

Performs expert level professional and supervisory work managing Geographic Information Systems (GIS) operations and data. Coordinates GIS data, strategy, systems, integrations, and strategic efforts across divisions and serves as the subject matter expert for GIS-related technologies, workflows, and asset management systems. Plans, directs, and supervises staff, ensuring effective project delivery, data integrity, and system functionality. Performs related duties and responsibilities as required.

Supervision Received

Works under the general and administrative supervision of a manager or department director.

Supervision Exercised

Exercises technical, general, and/or administrative supervision over assigned staff.

Typical Duties (Examples may not include all duties performed)

1. Provides supervision, day to day direction, and leadership to assigned staff, including assigning work, setting priorities, monitoring performance, and conducting performance evaluations.
2. Manages workflows, prioritizes assignments and projects, and distributes work using asset management systems.
3. Oversees data management activities, ensuring accuracy, integrity, security, and effective use of data supporting engineering, operations, capital planning, and regulatory compliance.

4. Serves as the primary point of contact for GIS related issues and systems, responding to complex technical questions and providing guidance to staff and stakeholders.
5. Leads department enterprise GIS initiatives, including system integrations between platforms and systems.
6. Designs, develops, and implements applications, tools, and automated workflows to improve operational efficiency and decision making.
7. Evaluates software, hardware, and system needs; coordinates upgrades, licensing, and implementation with Information Services and Finance.
8. Develops and maintains standard operating procedures, documentation, and protocols for systems and data management.
9. Advises engineering leadership and management on GIS strategy, system capabilities, and data driven decision making.
10. Coordinates with internal divisions, City departments, contractors, and external partners on related projects and data sharing.
11. Develops cost estimates, manages software licensing, and assists in budgeting for systems, staffing, and future needs.
12. Ensures compliance with departmental policies, City standards, and industry best practices related to GIS and data governance.
13. Monitors and evaluates project performance and outcomes; establishes metrics for success and implements improvements.
14. Provides technical leadership in the use of technologies including platforms, systems, and data visualization tools.

Competencies (Not listed in order of importance)

Technical Expertise

- Demonstrates an expert understanding of GIS principles, practices, and technologies, including system design, spatial data management, application development, and enterprise integration. Applies these principles to resolve complex technical and operational problems associated with GIS systems and asset management.

- Demonstrates an advanced understanding of and ability to use job related technology, including GIS platforms, database systems, asset management systems, data visualization tools, and workflow automation software.
- Demonstrates an expert understanding of mapping, global positioning systems, aerial imagery, data management, and spatial data analysis required to accurately represent and manage utility infrastructure assets.
- Demonstrates an ability to identify, minimize, and resolve risks and liability implications involving management as appropriate.

Decision Making & Problem Solving

- Demonstrates an expert understanding of the priorities, goals, and objectives of the department and City. Independently plans, coordinates, and manages multiple complex projects and initiatives.
- Demonstrates an ability to analyze complex and nonstandard issues, develop solutions, and implement improvements related to GIS systems, workflows, and data integration.
- Demonstrates an ability to collect, analyze, and organize complex information, conduct comparative analyses, and present clear, data driven recommendations to management.
- Demonstrates an ability to anticipate and resolve the most complex technical and operational challenges involving multiple stakeholders.

Communication

- Demonstrates an advanced ability to effectively listen, speak, write, and interact tactfully in both work and public settings. Consistently follows complex oral and written instructions from management. Responds to complex inquiries and complaints in verbal and written form.
- Demonstrates an expert ability to write reports, redline construction plans, review drawings, and manage work orders. Communicates technical information, system requirements, and project updates clearly and effectively to a wide range of audiences, including leadership, staff, and external partners.
- Demonstrates cultural competency in communicating with people from different cultural and socioeconomic backgrounds.

Teamwork, Leadership & Management

- Demonstrates an expert ability to set expectations, manage employee performance, and provide training, coaching, and mentoring for employees. Conducts consistent,

fair, and equitable performance evaluations. Plans, coordinates, and supervises the work of others.

- Demonstrates highly effective leadership by promoting and supporting the mission and vision of the department and City. Exhibits adaptability, accountability, and dependability in managing staff and projects.
- Demonstrates an ability to foster a positive work environment, encourage collaboration, and influence innovation and continuous improvement.
- Demonstrates an ability to align unit operations with departmental goals, including workforce planning, resource allocation, and succession planning strategies.

Customer Service

- Demonstrates an expert understanding of department customer service standards and applies this understanding by ensuring high quality service delivery through GIS systems and data.
- Demonstrates an ability to respond promptly and effectively to complex requests from internal and external customers, including staff, contractors, partner agencies, and the public.
- Demonstrates an understanding of and respect for the diversity of customers, coworkers, and supervisors, including individuals with disabilities or whose first language may be one other than English.

Requirements

Bachelor's degree in geography, geographic information systems, engineering, computer science, information systems/IT or a related field and six years of progressively responsible experience performing GIS experience, including data analysis, application development, spatial data management, and team lead or supervisory responsibilities.

No substitution for education.

Must possess and maintain a valid Minnesota Class D Driver's License or equivalent out of state driver's license.

Supplemental Information

Saint Paul Supervisors Organization Employee Group 09, Grade 019.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions are Typical Duties 1-10 and 14.

This job description is part of a class series. The entire class series can be found within the [Information Technology Job Family Chart](#), which identifies career progression.