

**VACANT POSITION**

**DEPARTMENT: WATER**

**OBTAIN APPLICATION:** <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:**  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon St, Human Resources Office

**CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED**

Job Title: GIS Manager (Position #3115)  
Salary: Salary is based on qualifications and experience  
Work Schedule: 8:00 am - 5:00 pm; Monday-Friday, Occasional overtime required

This position has been determined to be exempt under the provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** A bachelor's degree or higher in geography, computer science, engineering, or a related field, with a focus on GIS. At least five (5) years of experience in GIS management, analysis, and development, preferably in a local government setting, of which two (2) years are in a supervisory capacity. Equivalent combinations of education and experience may also be considered. Proficiency in various GIS software and tools, such as ArcGIS, QGIS, AutoCAD, and SQL. Must have extensive experience using ESRI products (ArcGIS PRO, extensions, and GIS Server products). Knowledge of the county's geography, demographics, and issues, and the ability to communicate effectively with various stakeholders. Leadership, project management, problem-solving, and analytical skills, and the ability to work independently and in a team. Must possess and maintain a valid Georgia Driver's License.

**GENERAL STATEMENT OF JOB:** The Spalding County Water and Sewerage Facilities Authority (SCWSFA) is dedicated to delivering high-quality water and sewer services to our community. To enhance our operational efficiency and leverage the power of spatial data, we are establishing a GIS department. We seek an innovative and experienced GIS Manager to create and lead this department, overseeing all GIS programs and activities for the Spalding County Water and Sewerage Facilities Authority and Spalding County Government. The SCWSFA currently serves as the GIS services provider for Spalding County Government. Oversee the work of a GIS Analyst. Reports to the General Manager. Must be willing to work on-call, as needed.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of heavy equipment, maintenance, equipment, machines and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty pounds of force occasionally, and/or up to thirty pounds force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weights of fifty to one hundred pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Developing and maintaining the GIS database for the county, including data on roads, parcels, zoning, utilities, and other features.

Providing technical support and training to county staff and external partners on how to use the GIS software and applications.

Ensuring data accuracy, quality, and security and complying with relevant standards and regulations.

Developing and managing GIS projects and applications that support the SCWSFA and Spalding County's goals and needs, such as planning, public safety, economic development, and environmental management.

Making staffing decisions within the GIS department regarding hiring, training, performance evaluation, scheduling and assigning workloads, and assigning work locations.

Managing the budget and resources for the GIS department.

Staying updated on the latest trends and developments in GIS technology and recommending improvements and innovations for the GIS system.

Performs other related duties as required.

December 12, 2023

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