

**Harris County Flood Control District
Job Posting**



Posting Title:	GIS SECTION LEADER	Division:	Engineering and Construction		
Position Title:	Sr. Coordinator I	Department:	Engineering and Construction		
Position Type: Regular	Employee Status: Exempt		Hours: 40 hours per week		
Location:	Brookhollow	Date Posted:	10/11/2011	Posting Expires:	10/25/2011

Apply online at:
www.hcfcd.org/jobs

-or-

**Harris County Flood Control District
Human Resources Department
9900 Northwest Freeway
Houston, TX 77092**

Job Summary

GENERAL DESCRIPTION:

Responsible for all GIS application development within the Engineering and Construction Division to include developing new methods for integrating GIS into the project development process. Supervises current GIS staff and develops training program to improve employee proficiency. Works closely with project managers within the ECD to develop GIS applications in support of their project activities.

ESSENTIAL FUNCTIONS:

- Exhibit strong GIS leadership to interface with engineers and planners to create new opportunities and innovative applications on how GIS can better support our mission.
- Identify deficiencies in current GIS usage within the ECD and plan, design and implement GIS applications to improve the integration of GIS in problem solving within the Division.
- Provide the technical training expertise to enhance the ability of the end user to use the GIS applications developed.
- Assess the capabilities of existing GIS staff and identify appropriate professional development of the staff in order to improve proficiency. In addition, he/she will be expected to assess the needs of the Division and plan for a GIS staff structure to provide the appropriate level of support.
- Maintain positive morale and a good, positive working environment amongst the GIS staff.
- Manage the timely completion of all GIS projects performed directly for the ECD. This will include project scoping, budgeting, consultant negotiations and project execution management. This means he/she will be responsible for providing written justification for the initiatives he has identified and promoting these initiatives to the senior management of the District.
- Exhibit visionary thinking to how GIS can be implemented in a practical manner.
- Primary point of interface with the other GIS activities within the District making sure the activities within the ECD are consistent with the efforts of other departments.
- Develop a 3-year plan for goal setting and accomplishments of the GIS section within the ECD. This plan will be updated on an annual basis for incorporation into the annual budgeting cycle.

MINIMUM QUALIFICATIONS:

- Prefer degree in Geography or Earth Sciences plus at least 8 years of practical experience, or at least 12 years of practical experience.
- Practical experience includes using ESRI products including Arc/Info; ArcMap; ArcView and ArcGIS and general planning.
- Requires supervisory experience in a project management environment.

LICENSES, CERTIFICATIONS:

- Valid Class "C" Texas Driver's License required.
- Certified Geographic Information Systems (GIS) Professional preferred.

TOOLS, EQUIPMENT USED:

- Office equipment including telephone, computer, data entry devices, facsimile, calculator, photocopier, printer and scanner.

PHYSICAL DEMANDS/ENVIRONMENTAL EXPOSURE:

- Prolonged sitting for extended periods of time.
- Occasional ascending/descending stairs.
- Occasional sorting, filing, shelving and handling of documents, books, files, file drawers and related materials and equipment required for clerical operations.
- Work is generally performed indoors in a normal office environment with acceptable lighting, temperature, air conditions and noise levels.
- Extensive use of a video display terminal (computer monitor).
- May be exposed to fluids, compounds or chemicals used in cleaning offices and/or work areas.
- When at field locations, may be exposed to significant levels of heat, cold, moisture, air pollution, wind and dust, wildlife and flying/walking insects.
- When at field locations, may be exposed to vibration and/or noise in excess of 85 decibels.

NOTE: Reasonable accommodations will be made upon request for applicants with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990. Upon receiving a conditional offer of employment, all applicants are screened for the presence of illegal drugs, alcohol, and the ability to perform physical functions of this position. EOE