

DATE SUBMITTED September 11, 2023  
SUBMITTED BY Human Resources  
DATE ACTION REQUIRED September 20, 2023

COUNCIL ACTION (X)  
PUBLIC HEARING REQUIRED ( )  
RESOLUTION ( )  
ORDINANCE 1<sup>ST</sup> READING ( )  
ORDINANCE 2<sup>ND</sup> READING ( )  
CITY CLERK'S INITIALS ( )

### IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION:  
1. Approve and Adopt the Job Description for the Geographic Information Systems (GIS) Project Manager.  
2. Authorization to Reclassify the Full-Time Allocation of GIS Coordinator, Salary Range 75 to GIS Project Manager, Salary Range 92.

**BACKGROUND/SUMMARY:**  
On July 5, 2023, the City created the new position of Geographic Information Systems (GIS) Coordinator. The purpose of this position was to provide technical support and guidance on GIS matters to City staff and departments. However, after further review, it has been determined that a Geographic Information Systems Project Manager would be a better fit for the City's needs.

The GIS Project Manager would be responsible for the planning, development, and implementation of GIS projects. This includes overseeing the work of GIS contracts and staff assigned to GIS projects, as well as managing the project budget and timeline. The GIS Project Manager also has the skills and experience to move many of the City's priority projects forward within a shorter time period.

**Proposed Changes:**

- The City is requesting approval to adopt the following changes to the GIS position:
- Create and adopt the job description Geographic Information Systems Project Manager.
- The GIS Project Manager will be classified as an MSPC Unrepresented, FLSA Exempt position at salary range 92.
- The currently vacant full-time allocation of the Geographic Information Systems Coordinator position (salary range 75) will be reclassified to the position of Geographic Information Systems Project Manager (salary range 92).

**Benefits of the Proposed Changes:**

- The proposed changes to the GIS position will provide the following benefits:
- The City will be able to recruit and hire a more qualified and experienced individual to fill the position.
  - The City will be able to move many of its priority projects forward within a shorter time period.
  - The City will be able to better leverage GIS technology to improve its operations and services.

FISCAL IMPACT:

There will be no fiscal impact for this request. Though there is an increase in salary costs of approximately \$31,242.00 annually for this position, the cost this fiscal year will be funded by current salary savings due to not filling an allocated part-time vacancy that was funded, and the salary savings from not filling the GIS Project Coordinator during the first quarter of the year.

FINANCE  
INITIALS

DP

STAFF RECOMMENDATION:

Recommendation to approve the GIS Project Manager job description and to re-classify the full-time allocation of GIS Coordinator to GIS Project Manager.

DEPT. INITIALS

KWS

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY  
MANAGER'S  
INITIALS

JHM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ( )

DISAPPROVED ( )

REFERRED TO:

REJECTED ( )

DEFERRED ( )

**CITY OF IMPERIAL**  
**JOB DESCRIPTION**

**GEOGRAPHIC INFORMATION SYSTEMS PROJECT MANAGER**

Established: NEW CLASSIFICATION - DRAFT 08/28/23  
Range 92 MSPC Unrepresented  
Hourly: \$43.83 - \$68.00  
Monthly: \$7,597.20 - \$11,786.67  
Annual: \$91,166.40 - \$141,440.00

MSPC – FLSA – Exempt  
Department: Information Technology

**DEFINITION:**

Under direction of the Information Technology Director, plans, organizes, manages and administers the City-wide Geographic Information Systems (GIS) program; evaluates and personally participates in the functions necessary to implement and sustain the creation, maintenance and use of the GIS databases and applications; oversees all aspects of the program's structure and design for effective use, both within the City and in coordination with outside public, regulatory, and public safety agencies, and business organizations; ensures the expansion and maximization of GIS technology throughout many City departments; performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from assigned supervisory or management personnel. Provides general direction to assigned staff and contract consultants on a program and project basis.

**DISTINGUISHING CHARACTERISTICS:**

This single-position class manages all Geographic Information Systems for the City within general policy and procedural guidelines and has the ability to adapt specific program procedures and activities to meet the needs of the City, other agencies and technological advances. Successful performance of the work requires skill in proactively planning, administering and evaluating program goals, objectives and budgets to define and integrate the requirements of various internal and external clients. This class is distinguished from other information services classes by the level of technical knowledge of and emphasis on GIS hardware and software applications, and GPS survey equipment and applications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, coordinates and administers the development and implementation of goals, objectives, policies, and procedures related to the City's Geographic Information System (GIS) program.
- Consults and facilitates teamwork with other City departments and data processing regarding department GIS needs and requirements, including identifying, designing and developing GIS applications and strategies and procedures for integrating the GIS program with existing City databases.
- Serves as a technical resource to all City departments, including providing assistance and training in the proper use of GIS data and systems, and recommending, troubleshooting and providing support for GIS software, databases and other related applications.
- Manages teams of internal and external project participants on GIS-related projects.

- Monitors GIS system utilization and recommends appropriate revisions to processes and procedures; prepares and monitors the annual GIS Program budget.
- Manages all aspects of GPS surveying, including training, troubleshooting, pre-plan, reconnaissance, conducting, processing and integrating into the GIS program, and field-based surveys.
- Prepares grant funding applications for identified city-wide GIS projects, including implementing, administering, monitoring and reporting grant funding activities according to applicable grant regulations.
- Creates and maintains a variety of maps and tabular data from a variety of sources; explains technical information to non-technical system users, including assisting them in accessing and interpreting GIS information; develops quality control procedures.
- Provides a variety of support for specialized applications throughout the City; establishes policies, procedures and standards to ensure City-wide consistency and carry-over of applications for multiple users.
- Performs a variety of professional-level work, including modeling applications, creating maps, databases, graphic and related materials for internal and external clients.
- Contributes to the overall quality of the Department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Supports a strategic approach focused on the City's overarching goals and objectives.
- Prepares a variety of written correspondence, reports, procedures and other materials.
- Maintains accurate records and files related to the GIS function.
- Monitors changes in GIS technology and applications, recommends improvements and upgrades and implements changes after approval.
- Recommends system and process implementations or modifications that will maximize efficiency and/or achieve cost savings.
- Represents the City in inter-agency coordination activities relating to GIS.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments pertinent to GIS and the City.
- Participates in the selection, training, supervision, work evaluation, and scheduling of assigned staff.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, geography, public or business administration, or a related field, and two (2) years of professional experience in the development of geographic information systems, including responsibility for systems analysis and database development, with one (1) year in a public agency, and two (2) years of experience in field surveying, including GPS technology.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Certification as a GIS Professional is highly desirable.

### **Knowledge of:**

- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.
- The function and role of the City in developing and coordinating a broad-based GIS program with applications for City departments, public agencies, private clients and the general public.
- Technology, hardware and software and current applications related to GIS systems, including database management, mapping and report generation and desktop publishing systems.
- Principles and practices of identifying technology needs and issues, researching and evaluating technology, applications and the most effective courses of action and implementing solutions.
- Equipment and instruments used in GPS surveying.
- Basic budgetary and contract administration principles and practices in a public agency.
- Applicable Federal, State, and local laws, codes and regulations.
- Basic principles of employee supervision and training.
- Modern office practices, methods and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Ability to:**

- Develop and implement goals, objectives, policies and procedures related to the City's Geographic Information System (GIS) program.
- Develop and administer a broad-based Geographic Information System (GIS) program that includes effective database development, management and accessibility through internal local area network and the City's GIS website for a variety of City departments and public and private clients.
- Assess user needs and recommend appropriate hardware, software and systems to meet these needs.
- Perform complex modeling, mapping, database maintenance and other GIS professional level tasks.
- Develop documentation and informational materials and train users in GIS applications.
- Interpret, apply and explain technical materials to non-technical users.
- Interpret, apply and explain complex Federal, State, and local laws, codes, regulations, departmental policies and procedures.
- Effectively communicate GIS program matters to collaborators and stakeholders throughout the organizational hierarchy.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective reports, correspondence, policies, procedures and other written material.
- Make accurate arithmetic, financial and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

- Monitor projects to ensure completion in accordance with scope and targets.
- Operate modem office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Work Environment:**

- Indoor/office and outdoor environment.
- Fast-paced environment with changing priorities.
- May interact with upset individuals.
- Subject to driving a vehicle to conduct work.
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**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials, up to 30 pounds.
- Standing and sitting for extended periods.
- Driving a vehicle to conduct work
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties perform

**City of Imperial**  
**Classification and Compensation Schedule**

<u>CLASSIFICATION TITLE</u>	<u>BARGAINING UNIT NAME</u>	<u>RANGE</u>
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems Project Manager	Unrepresented MSPC	92

**City of Imperial  
Classification and Compensation Schedule**

**CITY OF IMPERIAL  
SALARY SCHEDULE  
ALL CLASSIFICATIONS  
FISCAL YEAR 2023-2024**

<b>RANGE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>10 YR STEP 8</b>	<b>15 YR STEP 9</b>	<b>20 YR STEP 10</b>
55	17.58	18.46	19.38	20.35	21.37	22.44	23.56	24.74	25.97	27.27
56	18.02	18.92	19.87	20.86	21.90	23.00	24.15	25.36	26.62	27.95
57	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
58	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
59	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
60	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
61	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
62	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
63	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
64	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
65	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
66	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
67	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
68	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.80	37.60
69	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
70	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
71	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
72	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
73	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
74	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
75	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
76	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
77	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
78	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
79	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
80	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
81	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
82	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
83	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
84	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
85	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
86	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
87	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
88	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
89	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
90	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
91	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
92	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
93	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
94	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
95	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
96	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
97	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
98	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
99	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
100	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
101	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
102	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05