

Job Title	Geographical Information Systems (GIS) Laboratory Manager
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Geographical Informational Systems (GIS) Laboratory Manager, under direction, manages the GIS lab by providing technical assistance and consultation for faculty and students engaged in the use of GIS and other geospatial software and hardware.

Essential Duties and Responsibilities

- Manages geospatial, information technology, and information systems projects and research activities conducted within the GIS lab.
- Manages map/data deliverables, develops data and web pages, manages applications, data models, and database design, collects GPS data, and provides team support for geospatial projects and development.
- Supervises the GIS laboratory student technicians.
- Assists with proposal development and project budgets. Works closely with project teams to ensure timely completion of project deliverables. Provides quality assurance/quality control of deliverables. Presents project deliverables in presentations.
- Provides support and expertise related to spatial technologies and their applications to teaching, research, and extension. Acts as a liaison to directors and associate directors for lab activities.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in Natural Resources or related field, or equivalent combination of education and experience.

Experience – Five years of related experience including at least three years of related supervisory experience.

Knowledge of – Knowledge of word processing, spreadsheet, presentation, and database applications. Knowledge of GIS and GPS software and information systems. Knowledge of use and maintenance of digital data and databases.

Ability to – Ability to multitask and work cooperatively with others. Effective verbal and written communication skills. Ability to present information clearly and concisely. Strong technical writing skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally supervises employees.

Other Requirements

- Work beyond normal office hours and/or work on weekends.

Approved by:	
Date approved:	
Reviewed:	