Definition of Class
This is a supervisory position in which the incumbent coordinates all Geographic Information Systems (GIS) activities as part of internally and externally funded projects. The incumbent also coordinates with city, county, federal, and university officials and oversees the development of GIS projects. Reports to Principal Investigator.

Examples of Work Performed
Manages on-line GIS databases.
Determines technical specifications for GIS data products. Performs complex computations.
Performs quality assurance to document and validate deliverable products and procedures.
Ensures subcontractors deliverable deadlines are met. Ensures subcontractors are paid for their services.
Supervises, assigns work, and set priority for research staff. Verifies accuracy and completeness of work assignments.
Provides technical guidance to staff.
Meets regularly with city and county officials. Prepares and delivers presentations on project status.
Develops workshops to educate participating organizations on GIS.
Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages and coordinates the daily GIS activities.
2. Serves as liaison with university, city, county, and federal officials.
3. Coordinates and develops workshops and seminars.
4. Prepares specifications and ensures quality of products.
5. Supervises GIS research staff and coordinate subcontractor activities.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.
Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from a college or university in Geology, Geography or a related field.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015