



## STATE OF MONTANA JOB PROFILE AND EVALUATION

### SECTION I – Identification

<b>Working Title</b> State GIS Coordinator		<b>Job Code Number</b> 113217	<b>Job Code Title</b> Computer Information Systems Mgr
<b>Pay Band</b> 7	<b>Position Number</b> 51500801		<input checked="" type="checkbox"/> <b>FLSA Exempt</b> <input type="checkbox"/> <b>FLSA Non-Exempt</b>
<b>Department</b> Montana State Library			<b>Division and Bureau</b>
<b>Section and Unit</b> Geographic Information			<b>Work Address and Phone</b> 1515 E. 6 <sup>th</sup> Ave Helena, MT 59601
<b>Profile Produced By</b> Original by Robin H. Trenbeath, SITSD Copied and updated for MSL, Marlys Stark Edited by Stu Kirkpatrick 5/30/2014			<b>Work Phone</b> 444-5355/444-9013 444-3384

### Work Unit Mission Statement or Functional Description

The Library Commission, authorized in 22-1-101, MCA, provides assistance and advice to all tax-supported libraries and to local governments that may wish to establish or improve libraries. In addition to administering state and federal funding to libraries throughout Montana, it:

1. maintains and operates the state library;
2. oversees the six federations of libraries;
3. does policy development, long-range planning, and coordination of library service throughout the state;
4. is responsible for the Natural Resources Information System [NRIS] and the Natural Heritage Program under 90-15-101, MCA.

The Montana State Library (MSL) is the principal library and information source for state government and for library services to the blind and physically handicapped. It is also a central information point for natural resource data, including geospatial data, and a major source of information and assistance for all types of libraries--public, school, academic, institutional and special--throughout the state. MSL serves the work-related information needs of Montana officials and agency employees; assists local libraries that need additional resources or subject expertise to serve the information needs of their patrons; preserves and makes available, primarily in digital form, the publications of state government agencies; serves researchers from private firms for state agency contract-related investigations; and serves residents of counties

not served by a public library.

MSL maintains a professionally catalogued and supported collection of Montana state publications, natural resources and geospatial information about Montana, and professional development materials for librarians, brokered by highly trained information science specialists and content specialists.

MSL also administers a shared integrated library system for all types of libraries across the state, provides technical, training and consulting services to Montana libraries. MSL negotiates for and provides access to a suite of vendor-maintained periodical databases for statewide use.

Finally, MSL provides reading services to Montanans with low vision or physical disabilities. The Talking Book Library, like the other programs of MSL, has adopted digital technology. They provide technical support to make available a collection of titles available for digital download via the web and they record new Montana titles in digital form.

The mission of MSL Geographic Information is to develop, support, deliver and promote geographic data and the spatial technologies to all levels of government and the public. The program does not perform services or duties that would typically be performed by a licensed land surveyor.

MSL Geographic Information staff perform duties for the following statutorily defined programs:

- The Natural Resource Information System (NRIS) provides comprehensive access to information about Montana's natural resources through the acquisition, storage and dissemination of that information in meaningful form.
- The Water Information System, (WIS) a program of NRIS, provides a starting point for access to information relating to Montana's water resources.
- The Montana Land Information Act (MLIA), MCA 90-1-401 through 90-1-413 which, in part, requires MSL to develop technical standards for creating land information.

**Describe the Job's Overall Purpose:**

This is an advanced supervisory and professional position that in directs and coordinates MSL's geographic information systems (GIS) functions. This position is responsible for directing and coordinating inter- and intra-agency GIS functions which may involve serving as the agency expert on spatial technology matters and as a representative on GIS committees and user groups. Work entails planning, coordinating and facilitating GIS projects/activities, directing or performing related administrative, personnel, and fiscal functions, and integrating GIS technology throughout the agency. Duties also include creating, adopting and modifying GIS standards and procedures. This position reports to the State Librarian and is responsible for the direct supervision of nine FTE engaged in tasks relating to GIS technology.

SECTION II - Major Duties or Responsibilities	% of Time
<p>1. What are the major duties or responsibilities assigned to this position? Group duties in order of importance and estimate the percent of time needed to perform each duty. <b>NOTE:</b> Because you are identifying <b>major</b> duties usually 3-5, the quantity of time probably will not be less than <b>20%</b>. If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.</p>	
<p><b>A. <u>Facilitate existing GIS coordination activities in the state and promote new public and private/public partnerships;</u></b></p> <ol style="list-style-type: none"> <li>1. Staff the Montana Geographic Information Council; duties include issue development, research, budget administration and primary point of contact for national, state and local GIS organizations.</li> <li>2. Administers Montana Land Information Act grant funds; duties include contract preparation and monitoring, budget administration and payment authorization and grant reporting reviews.</li> <li>3. Represents the State on federal, state and local interagency geographic information coordinating committees. Communicates with counterparts in other states to exchange information, transfer technology, build strategies for future regional efforts, and to share resources. Speaks at government, private sector, and professional association events to promote coordination of GIS activities. Develops and maintains close working relationships with GIS industry contacts to ensure that government uses the best and most appropriate technology. Develops and maintains close working relationships with federal officials, both regionally and nationally, to ensure that sufficient federal funding is available to accomplish program objectives.</li> <li>4. Act as a major point of contact with representatives of federal, state and local agencies and private enterprise on issues including data standardization, data collection and prioritization.</li> <li>5. Convey concepts to users including key relationships between discrete data sets; formulates data integration concepts; analysis of original data quality, modeling limits and accuracies, and limitations to interpretations which can be drawn from data sets.</li> <li>6. Research and promote new applications of GIS technology, primarily, but not exclusively, within State Agencies.</li> </ol>	45%
<p><b>B. <u>Provide leadership and coordination in the conceptualization, development and implementation of the Montana Spatial Data Infrastructure;</u></b></p> <ol style="list-style-type: none"> <li>1. Perform advanced planning and project management functions related to the development and implementation of MSDI data layers under MSL stewardship.</li> <li>2. Develop project plans; collect and analyze requirements for MSDI data that cross multiple lines of authority (local government, state, federal, private entities).</li> <li>3. Perform advanced conceptualization and development of GIS and related</li> </ol>	40%

<p>technology transfer to all clients using MSDI data. Conduct planning activities with state agencies, local governments, federal agencies, and private entities needing cadastral data, and coordinate development with existing GIS systems.</p> <ol style="list-style-type: none"> <li>4. Make presentations to private and public groups in an effort to build financial support for the MSDI.</li> <li>5. Provide coordination and consultation to diverse users and explain to nontechnical people and act as liaison between users of MSDI and MSDI theme leads and stewards.</li> <li>6. Research and implement long term solutions to data documentation, dissemination and sharing issues</li> </ol>	
<p><b>C. <u>Direct and supervise a professional staff</u></b></p> <ol style="list-style-type: none"> <li>1. Supervises, assigns and evaluates the work of professional and/or technical staff engaged in tasks relating to GIS technology.</li> <li>2. Manage personnel to maximize the recruitment, development and retention of a highly qualified and motivated staff;</li> <li>3. Hiring, training, evaluation, and discipline of personnel;</li> <li>4. Establish annual program goals and objectives to be achieved;</li> <li>5. Manage a program budget of over \$600,000</li> </ol>	<b>10%</b>
<p><b>F. <u>Contributes to the management of the office and MSL.</u></b></p> <ol style="list-style-type: none"> <li>1. Maintains an organizational structure whose members work well together and with the rest of the division; carries out the functions of the office with a high level of responsiveness to users and a high standard of quality and excellence for all services provided.</li> <li>2. Participates in the development and review of program policies and procedures.</li> <li>3. Assures that staff responds in a timely manner to all requests for services, consultation, and information with a high level of responsiveness to users and a high standard of quality and excellence for all services provided.</li> </ol> <p>2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.</p> <p>Visioning and executing a plan to build a statewide geospatial database that is recognized internally and externally for its excellence. This requires the ability to move a concept to a plan, marketing and selling the plan, funding the plan, staffing the plan, taking responsibility when things fail and gracefully acknowledging others when things succeed, completing the plan and maintaining the database for the long term.</p> <p>3. What do you consider the most complicated part of the job?</p> <p>The position demands a GIS “visionary” with the ability to successfully market that vision throughout the GIS community and beyond. The incumbent must be able to discuss the complex topic of GIS with practitioners and non-practitioners alike and to sell the value of long term investment in GIS.</p>	<b>5%</b>

4. What guidelines, manuals or written established procedures are available to the incumbent?

There are training manuals and established courses on program and project management that can assist the incumbent. Much of the GIS technical knowledge needs to be acquired through progressively complex participation and management of GIS projects in previous employment.

5. If this position supervises other positions, complete the following information.

The number of employees supervised is 9.

List the complexity level of the subordinates: All 6.

Please list the Position Number for those supervised: 51500037, 51500038, 51500046, 51500047, 51500803 (30803), 51530802, 51530804, 51530805, and 51530806.

Is this position responsible for:

- Hiring       Firing       Performance Management       Promotions  
 Supervision       Discipline       Pay Level       Other:

6. Please attach an Organizational Chart (optional).

**SECTION III – Minimum Qualifications** - List the minimum requirements for **first day** of work.

**Please list the main knowledge and skill areas required for the job:**

A broad base of knowledge, and skills, in the various disciplines of IT, management and government organizational theory are required. The IT disciplines for which the incumbent is responsible include the full scope of the field of geographic information systems. The incumbent must have a combination of excellent managerial, conceptual, technical, and communication skills in order to interact effectively with the full spectrum of contacts he or she works with on a constant, ongoing basis. This job requires strong oral and written communication skills that are used to communicate strategic GIS program direction on the executive level. These communications include program funding initiatives, program information about statewide GIS activities, best practices and related federal and state GIS standards. Intra-agency Contacts include direct contact with all staff within the Geographic Information Program, MSL's Digital Information Manager/CIO, the Montana Natural Heritage Program Manager and the Montana State Librarian. Inter-agency Contacts include liaison with the Montana Chief Information Officer and Chief Technology Officer, State Agency Directors, Legislators, GIS directors within other state agencies, and GIS directors within Federal agencies. Other Public Entity Contacts include senior elected officials in county and city government as well as contact

with private sector representatives.

- Extensive knowledge of the principles, practices, terminology and trends in GIS, spatial data and related technology.
- Thorough knowledge of geographic information applications, analysis and the relationships between different types of spatial data.
- Thorough knowledge of agency's functions, automated information systems and their relationships.
- Thorough knowledge of the principles and practices of administration.
- Considerable knowledge of the principles of project management.
- Considerable knowledge of the principles of systems design and administration, and of various computer platforms.
- Considerable knowledge of the principles of cost benefits analysis.
- Working knowledge of the information strategic planning process.
- Working knowledge of the procurement process.

**What behaviors are required to perform the duties?**

Builds effective customer relationships; understands and focuses on customer needs; proactively works toward customer satisfaction; effectively networks and collaborates to meet customer needs; develops and maintains a state/agency-wide perspective; develops specialized knowledge or expertise in assigned subject matter areas; understands own limitations, and approaches difficult tasks as challenges to be mastered rather than as threats to be avoided; exercises determination in meeting organizational and customer needs; demonstrates loyalty to MSL, its constituents, and the library system; supports and maintains camaraderie and teamwork; takes a collaborative and creative approach to projects and services; is reliable in meeting commitments and follows-through to ensure success; effectively articulates a variety of information to diverse audiences; shares meaningful information in a timely manner; effectively facilitates projects and activities including negotiation and consensus building; employs active listening, empathy, and patience when dealing with customers; interacts with others with tact and diplomacy; maintains an open mind and exercises creativity and innovation; is flexible and adaptable and effectively responds to or manages change; demonstrates efficiency by successfully attaining clear, concrete, accurate, timely and measurable outcomes of importance to the organization; demonstrates independence by being a self-starter, making effective decisions and knowing when issues should be referred to other staff or management; effectively manages own time to complete multiple tasks and meet multiple priorities.

**Education and experience:** Please check the one box that indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position):

- |   |  |
|---|--|
| <input type="checkbox"/> No education required<br>training                    | <input type="checkbox"/> 2 year job-related college or vocational<br>training      |
| <input type="checkbox"/> High school diploma or equivalent                    | <input checked="" type="checkbox"/> College degree (Bachelor's)                    |
| <input type="checkbox"/> 1 year job-related college or vocational<br>training | <input type="checkbox"/> Post-graduate degree or equivalent<br>(e.g. Master's, JD) |

Please specify the acceptable fields of study:

Other education, training (software), certification (CPA), or licensing (pilot, psychologist) required (please specify):

Educational course work and experience should emphasize the following areas: geography, cartography and information systems.

Please check the one box that indicates the minimum amount of job-related work experience needed as a new employee on the first day of work (not the experience of the person now in the position):

- |   |   |
|---|---|
| <input type="checkbox"/> No prior work experience required              | <input type="checkbox"/> 3 to 4 years job-related work experience                     |
| <input type="checkbox"/> 1 to 2 years of job-related work<br>experience | <input checked="" type="checkbox"/> 5 or more years of job-related work<br>experience |

Specific experience (optional):

5 years of progressively responsible project management experience, which includes work with GIS software and relational databases.

This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list examples of acceptable alternative methods of obtaining those qualifications. **These examples should appear on a vacancy announcement.**

Minimum education preferred, but job-related work experience may be substituted for formal education.

#### **SECTION IV – Other Important Job Information**

List any other important information associated with this position, such as working conditions, supervision provided or received, scope and effect and personal contact.

The workload may be such that the employee may be asked to work extra hours. The position involves work in other locations and requires some travel to other parts of the state and nation. Travel may involve overnight stays and weekends.

**SECTION V – Signatures**

My signature below (typed or hand written) indicates the statements in Section I to IV are accurate and complete.

<b>Employee:</b> Stewart Kirkpatrick	<b>Title</b> State GIS Coordinator	<b>Date</b>
<b>Signature</b>		

<b>Immediate Supervisor:</b> Jennie Stapp	<b>Title</b> State Librarian	<b>Date</b>
<b>Signature</b>		

<b>Administrative Review:</b> Jennie Stapp	<b>Title</b> Montana State Librarian	<b>Date</b>
<b>Signature</b>		