



Title: Applications Systems Geospatial Manager (IT Enterprise Applications Manager)

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from IT Director.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in IT-related field or equivalent.
- **Experience:** Minimum of five years related experience in the oversight of Enterprise Applications, with GIS and/or Project Management experience highly desirable.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Driver's License upon hire.
 - ACJIS TOC-D certification within 6 months of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous experience supervising Divisions, multiple work groups or functional areas is preferred.

JOB SUMMARY

The purpose of this position is to manage the activities of the IT Enterprise Applications, GIS and IT Projects Division. Coordinates the planning, implementation and support of the City's Enterprise Applications, Geographic Information Systems (GIS) and Project Management Office (PMO); assists in the development and administration of policies and directives as part of the Leadership Team within the Information Technology Department.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
3	Oversees applications support and GIS development and support for City departments; needs assessment development; works through GIS steering committee to coordinate large GIS projects and set appropriate priorities; provides project management for lower level GIS specific implementations.
2	Develops, coordinates, and maintains standards (hardware / software / data). Reviews industry, application, and partnership standards; compiles documents outlining requirements based on standards; reviews enterprise business application RFPs and projects; communicates with other IT staff regarding hardware standards; reviews hardware, software, and data requests from users to ensure compliance and compatibility. Coordinates and manages Citywide strategic applications planning and oversight.
4	Oversees the Project Management policies and process, and ensures that information concerning content (e.g., deliverables, risks, issues) passes to and from sponsors. Is deeply involved in improving the consistency, predictability and efficiency of the City's IT project delivery.
5	Provides assistance as part of the Information Technology Leadership Team. Creates reports regarding activity of the Applications, GIS and Project Groups within IT; Serves as part of the Information Technology Leadership Team, Emergency Operations Center Team, Project Oversight Committee, IT Liaison Team; serves as Chair of the GIS Steering Committee.



City of Peoria

HUMAN RESOURCES

6 Supervises IT Application Systems Support workgroups. Schedules and coordinates assignments; coordinates applications support with scheduled IT projects; facilitates resources availability.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"

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.

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy machines, mobile computing devices and related software.

PROTECTIVE EQUIPMENT REQUIRED: None.