



City of Philadelphia

Office of Innovation and Technology

Job Title:	Geographic Information Systems (GIS) Program Manager
Reports To:	OEM Program Manager
Unit:	Departmental Services – Office of Emergency Management
Send Resume/Cover Letter To:	DotJobs@phila.gov

Summary

The Office of Innovation and Technology (OIT) is the central IT agency for the City of Philadelphia headed by the Chief Innovation Officer (CIO). OIT and the City's Office of Emergency Management (OEM) are seeking an experienced GIS Program Manager to direct GIS efforts within this office. The successful candidate will serve as an integral member of OIT and OEM and will possess the ability to understand the functions and objectives of an emergency management organization and provide technical resources to support the mission during emergency operations within the confines of the limits of available technical resources and equipment. OEM staff are required to serve periodically in an on-call capacity on field response teams. Responders may be required to work during non-business hours for extended periods of time in a field environment and during activations of Philadelphia's Emergency Operations Center (EOC). City of Philadelphia residency is required within six (6) months of start date and throughout tenure with the City of Philadelphia.

The Office of Emergency Management

OEM is a technologically sophisticated organization that relies heavily on its information technology infrastructure and assets to accomplish the organization's mission. OEM heavily leverages the use of geospatial technologies and is very interested in further developing its core GIS capabilities to support emergency planning and response operations. OEM works to mitigate, plan and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia. OEM also welcomes the opportunity to implement new and emerging technologies to support the work of the office both day-to-day and during emergencies.

Why consider a career at The Office of Innovation and Technology?

The Office of Innovation and Technology (OIT) oversees all major technology initiatives for the City of Philadelphia. OIT is responsible for streamlining and reforming IT operations to increase efficiencies, improve City services, and keep pace with technological advances that benefit the City of Philadelphia and its residents.

The Division has been focused on streamlining the use of technology for the City of Philadelphia through a major consolidation initiative that will save the City millions of dollars and evolve its infrastructure. The Division is developing applications that will enable employees and citizens to work together in a more efficient manner as well as creating a new vision for Philadelphia as a "Gigabit City", helping to drive economic development in the infotec sector. You can read more about OIT at www.phila.gov/dot/

Ability To:

- Work closely with OEM personnel to identify and address the geographic information system needs of the agency and work at both a project management and operational level to fulfill them;
- Conduct all aspects of assigned GIS projects, generally involving spatial analysis as well as the design, maintenance, and production of geographic data, maps, and applications through an ESRI ArcGIS environment;
- Produce, utilize, and interpret cartographic and other geographic reference materials, such as maps and related data, in support of emergency planning, preparedness, response, and recovery;
- Apply accepted principles and best practices related to geospatial data management;
- Display results from the production of such geospatial content such as overlays of imagery, topography, infrastructure, land use, as well as specific demographic and economic aspects of defined



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- geographic areas;
- Provide spatial analysis, modeling, and map production supporting emergency planning projects;
- Conduct specialized tasks using industry-standard GIS software at the full-performance level as a decision support tool for emergency operations;
- Conduct daily system checks and provide maintenance and support for agency GIS applications; monitor system performance, perform first echelon maintenance to correct system problems, and confer with OEM IT staff to discuss system improvements;
- Administer and maintain enterprise geodatabases considered critical information and infrastructure content that include data from various city agencies, authorities, and non-governmental organizations; manage the databases, ensuring proper information storage and backup, database design and structure;
- Develop and update policies, procedures, and other documentation on GIS standards and system maintenance and access;
- Maintain familiarity of the use, support, and maintenance of various technologies that are currently implemented in OEM and the EOC to support emergency management functions; examples include GIS workstations, Flex-based situational awareness viewer, and Pictometry;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with individuals and organizations across City government;
- Direct the activities of employees and consultants on a project basis;
- Manage multiple projects to their successful completion;
- Provide project management oversight to work study interns, consultants or contract personnel to ensure milestones and objectives are met;
- Document all work tasked and completed in a shared digital project management application;
- Maintain and adhere to policies, procedures, regulations and agreements regarding security of information;
- Conduct organizational training for geospatial applications;
- Perform related work as required.

Knowledge Of:

- The use, maintenance, configuration, and administration of web-based GIS using ESRI ArcGIS Server version 9.3 or higher.
- The design and use of various mobile GIS applications, platforms, and data synchronization and versioning methods;
- The methods, techniques, and procedures utilized in analyzing, planning, designing, maintaining, and producing geospatial data and graphics with ArcGIS software;
- Familiarity with object-oriented programming principles;
- Querying relational databases, such as MS SQL or ORACLE;
- The common sources of data and reference materials used for the establishment and updating of geodatabases and related content;
- The creation and sharing of presentation graphics and portable document formats;
- Manipulation of census and related demographic tables and content.

SKILLS IN:

- ArcGIS Desktop 9.3/10 plus extensions (Network Analyst, Spatial Analyst, 3D Analyst)
- ModelBuilder or Python scripting
- ArcGIS Server 9.3/10
- ArcSDE 9.03 or higher/SQL Server administration
- Microsoft Office Suite of Products
- Basic Windows Server 2008 and IIS administration



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Education and Experience

EDUCATION

- Completion of at least a bachelor's degree in GIS, Geography, Computer Science, Information Technology, Management Information Systems, or a related field. Equivalent experience may be substituted for degree requirement.

CERTIFICATIONS

The following technical certifications are not required but preferred for employment:

- GIS Professional (GISP)
- ESRI Technical Certifications
- HAZUS Certified User

EXPERIENCE

- Four years of experience designing, maintaining, and producing Geospatial data; performing spatial analysis; and producing maps using an automated GIS including maintenance of the system database using GIS system software.
- Minimum of one year of experience using and administering ESRI ArcGIS Server and ArcSDE software.
- Previous work experience which demonstrates increasing responsibilities.

JOB/CITY REQUIREMENTS

- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six (6) months of start date and throughout tenure with the City of Philadelphia.
- Successful completion of Federal Emergency Management Training (ICS 100, 200, 700, 800A, and 800B) within first month of appointment.