



STATE OF OREGON
invites applications for the position of:

Principal Executive Manager/C (GIS Unit Manager)

JOB CODE: OCDT10149

**OPENING
DATE/TIME:** 05/04/10 12:00 AM

**CLOSING
DATE/TIME:** 06/01/10 11:59 PM

SALARY: \$4,670.00 - \$6,889.00 Monthly
\$56,040.00 - \$82,668.00 Annually

JOB TYPE: Permanent

LOCATION: Salem, Oregon

AGENCY: State of Oregon

DESCRIPTION:

OREGON DEPARTMENT OF TRANSPORTATION - OCDT10149 - Salem

The Geographic Information Services Unit is part of ODOT's Transportation Development Division (TDD) located in Salem. The unit is responsible for delivering standard transportation maps, Geographic Information System (GIS) products, and conducts spatial data analysis supporting TDD, ODOT business groups and government agencies.

The GIS Unit Manager administers budget and unit personnel while leading teams of Information System Specialists in the production, development and maintenance GIS products. Unit priorities include enterprise GIS applications, spatial data analysis, agency wide technical support and production of standard GIS generated map series. This position is responsible for analyzing business needs, designing and recommending business solutions, setting standards and coordinating the use of GIS in managing ODOT assets. Additionally, this position provides technical support to ODOT's GIS Steering Committee, is the chair of ODOT's GIS Leadership team, and represents ODOT on several state intergovernmental GIS committees.

This position is the chair for the intergovernmental Transportation Framework Implementation Team (T-FIT) and coordinates activities associated with this GIS layer.

Due to extraordinary budgetary shortfalls, Oregon state government is continuing cost reduction measures which include mandatory unpaid time off (furlough days) and suspending salary step advancement during the 2009 - 2011 biennium. Positions are subject to these measures based upon representation and salary range. In general terms, employees are subject to 10 – 14 furlough days, and will not receive salary step increases until at least August 31, 2010.

If offered employment and you are not currently an employee of the Oregon Department of Transportation you will be subject to a criminal background check.

DUTIES & RESPONSIBILITIES:

Supervise a team of Information Specialists in the development and production of a comprehensive transportation based GIS and Mapping program. Schedule work and review

completed assignments to ensure final products meet quality standards and timelines. This includes hiring, providing performance appraisals, development plans, resolving conflicts and discipline issues.

Manage the development, implementation and support of an Environmental Data Management System, providing access to spatial data that supports ODOT's operations and construction decisions.

Analyze and monitor system needs, approve State Planning and Research (SPR) grant requests submitted to the Federal Highway Administration (FHWA) for program funding.

Manage the biennial \$3.01 million budget for the GIS/Mapping Program by generating budget requests, tracking status, making adjustments as required and preparing quarterly reports.

Partner with ODOT's Information Systems Unit to analyze, manage and coordinate the implementation of the GIS and Mapping programs to meet business needs. Provide leadership for application development as well as software and hardware acquisitions and evaluations. Schedule projects, assign work, monitor progress and review completed assignments.

Coordinate with the Department of Administrative Services in the management of the state ESRI Enterprise License program.

Represent ODOT at various meetings, conduct seminars and presentations and speak at conferences. Participate in the State's GIS Program Leadership and GIS Framework Leadership Committees and chair the ODOT GIS Leadership Committee.

Provide consultation services to other ODOT units, and other State, Federal, County, City and private agencies relative to GIS/Mapping and database development issues.

QUALIFICATIONS & DESIRED ATTRIBUTES:

Your Cover Letter and Resume must clearly describe how you meet these qualifications. Answers to the supplemental questions must be supported by the work history provided in your application materials. Please upload your cover letter and resume as file attachments to your on-line application.

To be considered you must have:

Five years of experience in supervision, staff-technical, or professional-level work related to GIS mapping technology design, development and maintenance. One year of this experience must have included supervision and management of a program, section, or unit which included one or more of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, or d) budget preparation.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the one year of specialized experience.)

Applicants demonstrating experience in the following areas are preferred:

Surveying, engineering, printing and photo reproduction, microcomputers, report writing, cartography, public speaking, public relations, local government relations and grant writing and management.

Qualified applicants whose background most closely matches the needs of the position will be invited to interview.

ADDITIONAL INFORMATION:

This position has specific requirements that must be addressed in your Cover Letter and Resume. Please refer to the Qualifications Section for details

- If you are hired, you will become part of the State's Management Team.
- Employee may be required to use a vehicle to conduct business; you must possess and maintain a current, valid driver's license and an acceptable driving record or be able to provide an acceptable alternate method of transportation.
- Duties are performed primarily in an office environment with extensive use of a computer terminal. Work environment includes managing assignments with conflicting requirements and deadlines. Business needs require willingness to work irregular hours (weekends, evenings, and holidays). Fieldwork at customer locations may require overnight travel. Duties may require lifting objects weighing up to 60 pounds.

Paper applications, including a cover letter, resume and responses to the supplemental questions can be submitted to the following location:

Oregon Department of Transportation
Human Resources - Human Resource Center
2775 19th St. SE
Salem, OR 97302
Fax 503.378.8957

For information regarding the job announcement, contact ODOT Human Resources 503-378-6202

For help with the on-line application, contact: 1-888-NEOGOV1

ODOT is an Equal Employment Opportunity and Affirmative Action Employer.

This information can be made available in an alternative format by contacting the automated application hotline 503-986-4030 or 1-800-993-8898 or TTY 503-986-3854.

ODOT does not discriminate on the basis of disability in admission or access to our programs, services, activities, hiring, and employment practices. Contact 1-877-336-6368 (1-877-EEO-ODOT) for questions regarding Equal Employment Opportunity and Affirmative Action.

Job #OCDT10149
PRINCIPAL EXECUTIVE MANAGER/C (GIS UNIT
MANAGER)
OS

Principal Executive Manager/C (GIS Unit Manager) Supplemental Questionnaire

- * 1. Which of the following best describes your **highest related level of education**?
- High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above
- * 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your **completed coursework**. If you did not, enter N/A.
- N/A
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours
- * 3. If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1, please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.
- * 4. Which of the following best describes the **focus of your degree**?
- Business Administration
 - Public Administration
 - Other Related Degree
 - My degree is not related
 - I do not have a degree
- * 5. If you selected "Other Related Degree" in question 4, please identify the focus of your degree. If you did not, enter N/A.

- * 6. Which of the following best describes your level of experience in supervision, staff-technical or professional-level work related to GIS mapping technology design, development and maintenance?
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 7. Which of the following best describes your level of experience supervising and managing a program, section, or unit which included **one or more of the following areas**: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, or d) budget preparation?
- less than 6 months
 - 6 to 11 months
 - 12 to 17 months
 - 18 to 23 months
 - 2 years
 - 3 years
 - 4 years
 - 5 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 years or above
 - None of the above
- * 8. In your most recent work experience, which of the following have you performed on a regular basis? Select all that apply.
- Staff supervision
 - Managing work assignments
 - Employee development
 - Staff performance management
 - Budget development and expense management
 - Consultant/Vendor agreement or contract management
 - Grant applications and/or tracking
 - None of the above
- * 9. The person in this position is required to communicate with a variety of internal/external individuals verbally, in writing and by delivering presentations. Describe your experience in this area. Be specific regarding who you communicated with and how.
- * 10. Describe your experience in budget/contract development and tracking. Include the level of budget you managed and your authority.

* 11. Describe your experience managing personnel. Include details about hiring, conducting performance appraisals, creating development plans, and resolving conflicts or discipline issues.

* 12. Describe your experience and training related to leading or managing GIS programs. Please include the size of the customer base and your level of responsibility.

* Required Question