



# Human Resources

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## GIS Manager

JOB CODE	JOB FAMILY	PROFILE
<b>JCM317</b>	<b>Information Technology</b>	<b>GIS Manager</b>
PAY TYPE	PAY RANGE	REVISION DATE
<b>Salary</b>	<b>\$69,451.00 - \$109,720.00</b>	<b>May 19, 2026</b>

The GIS Manager oversees the development, maintenance, and integration of complex geographic information systems to support county operations. This position plans, leads, and participates in advanced GIS functions, including database design, application development, data analysis, and interdepartmental coordination. The GIS Manager provides technical expertise, ensures data integrity, supports decision-making across departments, and delivers GIS services to internal stakeholders and the public. This role includes full supervisory responsibility, including hiring, training, evaluating performance, and administering disciplinary actions.

### Job Description

#### DUTIES AND RESPONSIBILITIES

- Supervise, train, evaluate, and guide GIS staff; manage schedules, assign tasks, solve operational issues, and support staff development.
- Coordinate and perform advanced-level GIS work to support departmental initiatives; deliver training on GIS tools and mapping processes.
- Oversee development and maintenance of the County's ArcGIS Online platform and related web mapping services.
- Maintain an integrated urban land information system for planning, forecasting, asset management, and development tracking.
- Design, develop, and manage complex GIS databases and related tools to support capital improvement, public safety, and planning workflows.

- Conduct advanced technical research and analysis; evaluate GIS issues and recommend effective solutions.
- Collaborate with internal stakeholders to define project scopes, translate business needs into technical specifications, and estimate project timelines and costs.
- Develop and maintain custom GIS applications, utilities, reports, and spatial models to support a variety of planning and operational needs.
- Manage the continuous improvement of GIS data quality, application tools, and database functionality.
- Provide technical support for GIS software; troubleshoot issues and develop innovative solutions to support user needs.
- Create and maintain technical documentation, metadata, geoprocessing procedures, and user guides for GIS systems.
- Use GIS tools to analyze data, build spatial models, generate reports and maps, and present findings to support County initiatives.
- Assist with writing RFPs, including scopes of work and budgets; review proposals, select consultants, and manage project execution and vendor performance.
- Act as a liaison with internal departments, external organizations, and community groups; respond to inquiries and provide information on GIS services.
- \*The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Geography, Planning, Computer Science, Information Technology, Software Engineering, or a related field.
- Six (6) years of work experience in GIS or research-oriented field.
- Two (2) years of supervisory experience.

\*Any equivalent combination of related education and/or experience may be considered for the above requirements.

## SUPPLEMENTAL INFORMATION

### SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

## WORKING CONDITIONS

- Work is primarily performed in an office environment with moderate noise, controlled temperature, and minimal exposure to hazards.
- May occasionally work near office equipment or machinery with moving parts.

## EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used to perform administrative duties includes the telephone, computer, terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties vary but may include files, forms, reports, various other paperwork, a wide variety of basic office supplies and equipment.