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GIS Manager

JOB CODE	JOB FAMILY	PROFILE
JCM317	**Information Technology**	**GIS Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**September 29, 2026**

GENERAL

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.

PUBLIC WORKS - TRAFFIC CONTROL

The GIS Manager oversees the County's GIS and Traffic Operations programs, managing staff, spatial data systems, and traffic infrastructure. The role ensures accurate mapping, safe and efficient transportation operations, regulatory compliance, and coordination with agencies and the public.

Job Description

DUTIES AND RESPONSIBILITIES

GENERAL

- 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.***

PUBLIC WORKS - TRAFFIC CONTROL

- Oversee GIS program functions, including databases, mapping, analysis, applications, and system integration.
- Manage ArcGIS Online content, web maps, dashboards, and technical documentation.
- Provide GIS and analytical support for transportation planning, safety, capital projects, and emergency response.
- Direct Traffic Operations asset management, inventory accuracy, utility mapping, and regulated utility■locate support.

- Lead annual traffic operations programs and ensure compliance with MUTCD and engineering standards.
- Coordinate the installation, maintenance, and inspection of traffic signals and control devices.
- Conduct and review traffic engineering studies and evaluate plans for transportation■related projects.
- Administer the Traffic Calming Program, including studies, recommendations, public communication, and implementation.
- Oversee barricading and temporary traffic control plan review, inspections, and coordination with contractors and utilities.
- Manage project documentation, quantities, reporting, and responses to public inquiries or complaints.
- Maintain operational records, GIS layers, tracking data, and compliance documentation.
- ***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

GENERAL

- 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.

PUBLIC WORKS - TRAFFIC CONTROL

- Bachelor's degree in Geographic Information Systems, Geography, Planning, Engineering, Project Management, or a related field.
- Six (6) years of experience in GIS, project management, transportation, or operations.
- 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.