



GEOSPATIAL ADMINISTRATORS ASSOCIATION OF SC LOCAL GOVERNMENT GIS POSITION MATRIX

ABOUT GAA-SC

The Geospatial Administrators Association of South Carolina is a network of local government management professionals from both GIS and IT disciplines. Our purpose is to share knowledge, experience, and resources, as well as collaborate on common issues, problems and needs. Our focus is on GIS/IT business management, interagency cooperation, technology standards, member communications, and education / outreach. More information can be found at www.gaa-sc.org

ABOUT THE GIS POSITION MATRIX PROJECT

A goal of the organization is to develop and deliver projects and products of value to the local government GIS/IT community. The Position Matrix is one such product and was produced as a collaborative effort of GAA-SC members based on data gathering, experience, and research within South Carolina local governments. It was presented to the membership for review and approval at the 2007 GAASC Spring Summit held in Greenville SC. The goal of the project was to establish a "recognized" summary description of GIS positions and titles to be adopted by SC local government and used as base guidelines for position development, adjustments, and salary comparison.

BENEFITS OF THE POSITION MATRIX

- Provides a common basis to compare existing GIS position responsibilities with salary comparisons and a basis for reporting.
- Provides validity for local government to establish official GIS positions and qualifications with their Human Resources department.
- Provides guidelines to establish or migrate existing GIS job titles within an organization toward a common state-wide recognized structure.
- Helps define GIS career paths within local government organizations

SOURCE DATA

The following input and information sources were utilized in compiling the Position Matrix:

- Job Survey Questionnaire taken at the South Carolina ARC (SCARC) user conference held in Charleston with nearly 200 responses received (January 2007)
- Survey of SC County GIS salaries sponsored by South Carolina Association of Counties, including job titles and job descriptions (summer / fall 2006).
- Direct e-mail survey of local government GIS managers (March 2007).
- Participating South Carolina Counties include Aiken, Beaufort, Berkeley, Charleston, Dorchester, Florence, Greenville, Greenwood, Kershaw, Lancaster, Lexington, Richland, Spartanburg, York.
- Participating South Carolina Cities include Anderson, Greenville, Hilton Head, N. Charleston.
- Urban and Regional Information Systems Association (URISA) 2007 Salary Survey for IT/GIS Professionals.

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JOB TITLE		SUMMARY DESCRIPTION	TYPICAL REQUIRED QUALIFICATIONS				CHARACTERISTIC JOB RESPONSIBILITIES
			EDU	GIS EXP	MGT EXP	TECHNICAL EMPHASIS	
Organization-wide GIS Management	Geo. Info. Officer (GIO)	Establish, direct, and coordinate all GIS activities for the entire organization; develop policies; procure services; administer contracts; and manage enterprise operations. Strong in all GIS concepts but not necessarily hands-on technical / software	MA MS	7	5	GIS Concepts	Organizational Development Strategic Planning Policy / Procedure Setting Contract / Project Management Budgeting / Procurement / RFP Presentation / Writing Personnel Management
	GIS Director		MA MS BA BS	5	5		
	GIS Administrator		MA MS BA BS	5	5		
Department-wide GIS Management	GIS Manager	Provides GIS direction in an individual department or smaller organization for GIS activities; manages dept. projects; may supervise GIS staff ; Significant Hands-on technical / software	BA BS	5	2	All GIS Technical	Daily Resource Allocation Technical Specifications / Direction Project Management System Administration / Integration
	GIS Coordinator		BA BS	5	n/a		
GIS Technical Specialty	GIS DBA / Data Mgr.	Develop / sustain the enterprise GIS database environment.	BA BS	1	n/a	RDBMS ArcSDE	Geodatabase Design Database Integration
	GIS Programmer	Develop GIS applications using industry programming languages	BA BS	1	n/a	VB; Java; etc.	Application / Interface Design Application Programming
	GIS Web Developer	Develop / maintain web based environment to access GIS	BA BS	1	n/a	HTML ArcIMS	Design / Manage Web Mapping Capabilities
GIS Application / Deployment	GIS Sr. Analyst	Performs complex analyses; manages projects; instrumental in GIS database management and development; may direct analysts and technicians on projects.	MA MS	5	n/a	ArcInfo ArcSDE ArcIMS	Complex Spatial Analysis / Products Software Administration Procedure Development Programming Database Design
	GIS Analyst (I-II)	Performs spatial analysis, conducts small projects, edits GIS data, and provides user technical support.	BA BS	3	n/a	ArcInfo	Data Creation / Development / Procedures Standard GIS Product Development End User Support Basic Spatial Analysis
	GIS Specialist (I-II)	Specialized knowledge or support for GIS application or GIS within a specific discipline.	BA BS AS	2	n/a	ArcMap GIS Apps.	Specialty applications with GIS emphasis.
GIS Data	GIS Technician (I-II)	Converts, collects, and edits spatial data. Performs layer updates and produces map products.	AS HS	1	n/a	ArcEditor AutoCAD	GIS Data Editing Map Generation Data Entry Performs routine GIS based tasks