



BEXAR APPRAISAL DISTRICT

JOB SPECIFIC INFORMATION

Title: Geographic Information System Manager
Department: Geographic Information System (GIS)
Division: Geographic Information System (GIS)

AMENDED DATE: July 24, 2017
Group: 619
Exempt: Level 1
TDLR Registration: None

General Description

Directs the daily operation of all personnel involved in digital mapping and account creation records maintenance. Assures final submission of annexations, tifs/tirzs, plats and deeds from taxing units. Supports all appraisal functions by processing ownership changes, field information, inspection requests from both taxpayers and tax units, trains appraisers in map orientation and symbols, and assists managers in GIS concepts and use. Maintains all GIS electronic and paper records pertaining to property ownership and mapping. Interviews, selects, trains, supervises, and directs GIS staff under area of responsibility. Acts as direct point of contact for all Assessor-Collectors and Tax Unit employees using GIS and conducts meetings to review status, requirements, procedures, formats, and schedules used to update data. Responsible for the annual acquisition of the aerial maps.

Qualifications

- A four (4) year college or university degree in GIS, cartography, geospatial technology, or geography preferred.
- OR**
- Combination of work experience and education considered. Prefer eight (8) years GIS experience in an appraisal district. Prefer five (5) years of supervision of GIS large mass appraisal projects within the past eight (8) years.
- AND**
- Proficiency in: GIS design, geospatial analysis, file structures, data management, ESRI ArcGIS software, and Windows operating system.
 - Experience working with parcel fabric, creating and maintaining web services preferred.
 - Strong analytical, logical, and organizational skills.
 - Manage and act as role model for GIS supervision and staff.
 - Advanced skills in PC word processing, spreadsheets, and databases.
 - Communicate effectively orally and in writing.
 - Train and operate computer programs for appraisal/mapping use.
 - Work effectively both independently and with others. Organize and plan work effectively
 - Commitment to providing exceptional public service.
 - Position requires use of personal vehicle. A valid Texas driver's license with proof of liability insurance is mandatory with a verified acceptable driving record. Also, must have reliable transportation.
 - Must have a telephone or point of contact.

Essential Functions of the Job

- **Support organization goals** by selecting, training, counseling and disciplining division staff; planning, monitoring and evaluating job results; prepare and conduct required performance evaluations for GIS supervisor and staff. Annually develops a budget for all projects, contracts, maintenance, training, personnel, and capital items. Develops all department user requirements and specifications for new systems or enhancements to system.

- **Perform complicated GIS work** by researching assigned residential, commercial and personal property accounts; develop and manage quality assurance process for all ownership records including error reporting, data clean up and graphic entry and corrections; supervise the preparation and construction of technical reports and manuals.
- **Provide assistance to the general public and BCAD employees** by developing strategies to deliver effective and factual communication regarding BCAD policies, procedures and property tax laws affecting both the property owner and BCAD; convey factual data clearly and concisely; communicate procedures and important deadlines.
- **Coordinate the division's appraisal procedures** by maintaining quality of work and division production standards and by assisting the Director of Operations and Deputy Chief Appraiser in all aspects of planning for field work, valuation, and appeals. Develops annual work plan identifying critical completion dates to ensure account information is received on a timely basis. Coordinates GIS database maintenance and GIS data sharing between multiple public agencies.
- **Maintain BCAD database** by operating a PC and becoming totally familiar with the District's CAMA system in order to research and retrieve BCAD records. Also, operate copiers, printers, cameras, and HP-12C calculator.
- **Represent the district** by assisting in the appraisal process and by assisting in achievement of overall goals, those set by the District and those mandated by the State.
- **Improve procedures and job efficiency** by evaluating work methods and making suggestions; maintaining quality of work and division production standards; manage and organize daily workload.
- **Motivate division staff** by providing leadership and training in the areas of accuracy, quality of work and public relations; commitment to exceptional public service.
- **Enhance the division's effectiveness** by demonstrating professionalism in conduct, and appearance; understanding the necessity for dependability, punctuality, regular and reliable attendance, and integrity of work.
- **Comply with BCAD policies and procedures and state laws** by staying current on written policies and procedures for BCAD personnel; maintain current knowledge of new and revised tax laws and property tax code; knowledge of Section 8 of the Texas Constitution, the Property Tax Code, SPTB Rules, TEA Rules and requirements for value studies, and Chapter 312 of the Tax Code. Responsible for the data integrity of the GIS database.
- **Contribute to team effort** by accomplishing assigned tasks which can change as required by business needs.
- **Physical demands requiring** sitting, standing, bending, kneeling, carrying, pushing, climbing stairs, lifting up to 30 lbs., perform basic maintenance on copy machines and map plotters, possible weekends and overtime as needed.
- **Environmental factors include**, but are not limited to, high stress office atmosphere analyzing data at a computer terminal or lap-top, one on one meetings with tax unit employees, high phone demands, exposure to chemicals (liquid solvents, powder chemical toners, etc.); exposure to outdoors, high humidity and extreme temperatures, drives to designated locations to perform District assignments in all weather conditions.

Reporting Relationships

Reports to: Chief Appraiser, Assistant Chief Appraiser, or As Assigned.

Supervises: GIS Supervisor and/or GIS Department Staff.

Works With: **Internal** – BCAD Staff

External – Taxing Units, Fiduciaries, ARB, and the General Public.

Acknowledgement

I, Michael A. Amezcuita, Chief Appraiser, do hereby approve the GIS Manager Job Description.



Michael A. Amezcuita, Chief Appraiser

Date 7/24/2017