

Geographic Information Systems Supervisor (7214)
TASK LIST 2019

GEOGRAPHIC INFORMATION SYSTEMS TECHNICAL ABILITY

1. Looks up dates for lot divisions in a computerized database (LUPAMS I / LUPAMS II) in order to meet legal requirements.
2. Performs various mathematical calculations, such as area calculation, square mile determination, and acreage determinations, using basic math, geometry, trigonometry, mathematical tables, and numerous calculation aids such as calculators, and scales, or computer resident software in order to determine areas, depict locations, angles and distances on maps.
3. Inputs information such as map number changes, ownership, and legal description changes into BOE LUPAMS in order to update or correct database information.
4. Enters various graphic features such as lines, text, symbols, polygons, labels, and legends onto separate data files, map layers, or levels within a layer in order to generate various types of plots or graphic displays.
5. Reviews database information, such as parcel acreage and perimeters, existing and proposed zoning destinations, in order to create graphic images of these elements.
6. Reviews graphic standards and symbols such as shade patterns, line colors, text size, and style in order to finalize maps prior to publication.
7. Cleans, tests, checks, and makes necessary adjustments to plotter printers and scanners in order to maintain them in good operating condition.
8. References a variety of documents, such as County records, deed references, legal documents, and historical maps, in order to gather information used to add or revise details on computer generated web-based or paper maps.
9. Converts manually constructed base maps by digitizing, scanning, or manually transposing data in order to develop an accurately projected digital map product.
10. Gathers various data such as cadastral data, storm data, and sewer data from separate data files and sources in order to create ordinances, maps, community plans, or other special purpose maps.
11. References and extracts information contained in various data files in order to perform line checks, final checks, and produce engineering district maps, or other special purpose maps.
12. Compacts and compresses a database in order to provide for efficient disk storage of data.
13. Installs or updates mapping and database software in order to maintain data architecture, access to data, and leverage new software functionality.

14. Attends training on new or proposed computer equipment and software in order to evaluate its compatibility, ease of use, and practicality for Departmental use.
15. Write short programs or instruction sequences in order to create map parameters, map positions, line sizes, plot scales, text type and levels used on map hard copies.
16. Tests and evaluates new geographic information systems applications to determine if new software and technology will improve departmental efficiency.
17. Supports website-based and cloud-based computing such as NavigateLA and ZIMAS in order to facilitate services provided by the City of Los Angeles.
18. Develops, operates, and manages geodatabase systems by personally completing the work and assigning geodatabase systems roles and tasks to subordinates.
19. Writes computer program instructions using various programming languages to nodalize maps and manipulate files.

CUSTOMER SERVICE

20. Answers telephone inquiries on topics such as zoning information, building construction or repair, earthquake safety, zoning, fire district restriction and crime areas in response to both public and City department requests.
21. Distributes a wide variety of map types and provides information on i.e. zoning and ownership in response to citizen requests while serving at a public counter.
22. Gathers client requirements for the development of new products such as web mapping applications, database development, or field data gathering applications.

SUPERVISION

23. Writes job descriptions of subordinate positions in order to justify or create new positions, or revise an existing position and interviews prospective employees.
24. Evaluates assignments in terms of difficulty, resources needed, and time frame required for completion and sets time deadline standards in order to ensure work is performed in an efficient and timely manner.
25. Explains assignments to subordinates including factors such as responsibility, method, and results.
26. Documents assignments and updates status as activities are completed in order to keep track of work performed by staff.
27. Listens to employee concerns, grievances, disputes, and/or complaints and, based on an analysis of the facts and application of the rules, recommends, or effects an appropriate solution.
28. Counsel employees regarding work related problems such as performance problems and recommends methods to increase efficiency or accuracy in the performance of tasks.

29. Observes subordinates' performance, checks their job progress and work periodically by reviewing maps and other projects and discusses completed work or work in progress with subordinates including quality and/or quantity, timeliness, and any problems/issues encountered to ensure policies and standards are upheld.
30. Provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
31. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, hiring employees, assigning work, performance appraisals, and retaliation and taking appropriate corrective action when necessary including disciplinary procedures to ensure compliance with City and department policies and procedures.
32. Orients new employees by explaining job requirements and work methods and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.
33. Schedules employee work hours and reviews and approves employee timesheets including employee requests for time off in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation by comparing reported time to information from job ticket.
34. Documents incidents of noteworthy good or poor job performance, evaluates employees in areas relevant to the job, documents employee evaluations, and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
35. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to provide employees with relevant information.
36. Communicates activities of unit with other supervisors and/or staff and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.
37. Writes and reviews procedures for map construction and updates, ordinance preparation, document processing, computer command structures, and some changes in order to set standards and provide instructions for subordinate staff.

OTHER

38. Gives presentations or provides demonstrations regarding various projects and attends meetings in order to represent division.