

**Department of Natural Resources**  
**Division of Executive program/IT**  
**Classification: Management Information Chief**  
**Working Title: DNR IT Supervisor**

**POSITION SUMMARY:**

Under the general supervision of the DNR IT Director, this is the senior most GIS position in the DNR accountable for strategy, technical direction, investment justifications and performance outcomes. This position leads the delivery excellence of GIS, cartographic and data visualization services to the DNR programs, enterprise and state organizations and other entities engaged in providing geographic/cartographic information to their staff and constituents. Though this is not an exhaustive list, some of the programs and topics this position will support are related to wildlife, fisheries, parks, forestry, air management, drinking and ground water, remediation and redevelopment, waste and materials management, water quality, watershed management and waterways.

DNR is a leader in the application of GIS technology in the State. This position is tasked with innovation and setting an example for GIS excellence in the state. This is very high visibility position both at the DNR and in the state government. This position represents the DNR in multitude of collaborations with state-wide GIS interest groups and research partners.

This position manages approximately forty staff with two direct report senior managers that support administration of IT infrastructure, application development, integrations, data and its analysis and support for internally developed or third-party GIS tools. The staff are organized into three separate sections. This position will make sure the GIS section continues to be staffed with high-performing and skilled staff. This position has oversight over GIS and data visualization related IT projects and is responsible for timely and quality delivery in manner that creates transparency to risks and costs . Most projects are executed in close collaboration with one or more DNR programs and result in critical applications and work that directly support DNR staff and constituents.

This position is responsible for setting governance and standards for GIS data, visualizations, applications, integrations, platforms and systems and ensure DNR-wide compliance. This position ensures maps and other data are current, highly available, accessible, and usable for both staff and constituents during regular course as well as during peak events such as the gun deer season.

**LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS:** This position is in the DNR Central Office in Madison and has statewide responsibilities. This position may entail limited travel within the state for meetings, conferences, staff training, etc. as needed. Telework will follow the DNR's standards and policies.

**SCOPE OF AUTHORITY:** This position works under the general supervision and reports to the DNR IT Director.

**GOALS AND ACTIVITIES:**

**50% A. GIS Section Leadership**

- A1 Lead and monitor the setting up and execution of GIS and visualization related project plans. This

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will include setting up project plans, time estimates, costs/budgets related to approved project activities and based on resource availability; ensuring projects are progressing successfully and on schedule and resolving issues in a timely manner and report on progress.

- A2 Improve quality of design, programming and testing of systems and applications by establishing environments and procedures and through automation.
- A3 Lead recruitment for vacancies and provide full management oversight of direct full time equivalent(FTE)/, limited term employees (LTEs), contractors and reporting GIS Supervisors.
- A4 Ensure productivity, effectiveness and contribution of individual FTEs, LTEs and contractors as well as teams by establishing challenging objectives, ensuring clear performance expectations, and monitoring progress. This will also include planning for annual trainings. Increase relevant role and functional area expertise through use of allocated resources.
- A5 Manage individual personnel issues, including but not limited to, appropriate disciplinary action or referral to the Employee Assistance Program when performance is below acceptable standards or conduct conflicts with policy, procedure, or law.
- A6 Establish and maintain a culture of continuous process and performance improvement.
- A7 Facilitate and monitor documentation and cross-training among staff to ensure that services do not rely on single individuals.
- A8 Follow DNR's policies and procedures related to the annual employee work performance review. Recommend compensation adjustments, such as Discretionary Merit Compensation awards, to reward and retain high-performing staff.
- A9 Attend DNR IT management meetings. Contribute agenda topics and prepare and discuss status of key efforts and assignments.
- A10 Actively participate in strategic and tactical decision-making as part of DNR IT Management.
- A11 Ensure that concerns germane to the GIS section are effectively integrated into the decision-making process of the management team.

**15% B. Strategic & Operational Planning**

- B1 Establish GIS Strategy and executable Roadmap based on a balance of daily work, mid-term projects and long-term innovation and optimizations. Lead the team in implementing the roadmap.
- B2 Prepare vision and planning recommendations for IT leadership to help make strategic GIS decisions.
- B3 Proactively contribute to budget and biannual budget initiatives, grants, resource and capacity management and annual call for projects.
- B4 Lead continuous improvement of GIS technology, approaches, and processes within the DNR.
- B5 For each section service offering, establish a strategy, scope, and direction in collaboration with IT leadership, staff, and input from programs.
- B6 Review and keep abreast of changes in knowledge and practices of position-related activities and responsibilities. Utilize training, technology, reference books, periodicals, conferences, and other sources to maintain current knowledge and grow skills in the areas of management and implementation of relevant technologies.

**20% C. DNR-wide GIS Leadership**

- C1 Lead the DNR GIS user Group to improve the effectiveness and efficiency of GIS technologies and their use. Maintain the charter, objectives, roadmap, and priorities for the group.

- C2 Lead the development and proactively help embed GIS standards, policy, processes, training, and guidance for GIS users within the DNR.
- C3 Regularly interact with internal and external customers by establishing lines of communication. Solicit customer input and identify opportunities. Resolve constraints and issues by objectively analyzing customer inputs and use that to inform GIS-related initiatives.
- C4 Ensure high levels of customer satisfaction through efficient and effective use of available staffing and financial resources.
- C5 Participate in continuous improvement of strategic, tactical, and work planning methods and processes within DNR.
- C6 Take responsibility for GIS budget, chargeback and overall GIS financial management including quality tracking and analysis and mitigation of over/underspend in collaboration with IT budget planner.

**10% D Inter-Agency & Partnership GIS Coordination**

- D1 Represent the DNR at relevant national, state, inter-agency meetings, task forces and committees.
- D2 Assist in coordinating statewide efforts pertaining to GIS, land information, spatial data acquisition and standards, data sharing, and partnerships.
- D3 Collaborate with the Division of Enterprise Technology (DET) on the planning, management and use of enterprise shared resources.
- D4 Lead and optimize DNR-wide GIS contract and license management. Manage relationships with GIS vendors.

**5% E. Personal & Professional Development**

- E1 Increase relevant role and functional area expertise through a variety of realistic resources and references.
- E2 Participate in annual training plan development.
- E3 Maintain professional development through personal reading and individual growth initiatives.
- E4 Participate in job-related training and organizational meetings as assigned by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Experience in use of GIS software and tools like ESRI technologies including ArcGIS Pro, ArcGIS Online, ArcGIS Server, ArcSDE, geo-databases, spatial analysis tools, spatial statistics operations, and other GIS data management tools.
2. Knowledge in use of data visualization solutions such as Tableau, PowerBI or any comparable tool.
3. Knowledge of computer hardware and software, networks and server and desktop computing environments.
4. Skilled in project planning tools, best practices, and methods such as waterfall and agile.
5. Skilled in financial and resource management dynamics, as this role requires a balance of all to successfully deliver quality projects.
6. Ability to develop and execute a project resource plan that ensures that the right people are in the right place doing the right things at the right time.
7. Skilled in understanding of business needs and establishing and maintaining a high level of customer trust and confidence to build consensus among diverse groups and individuals.
8. Ability to provide customer service at the highest levels.

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9. Knowledge of Service Delivery practices.
10. Skilled in analysis of legal and regulatory requirements and ensuring compliance. Setting standards and policies as needed for achieving compliance.
11. Skill in executing GIS projects to align with strategy, business objectives and established standards for enterprise architecture, applications, information & data security and governance.
12. Ability to keep flexibility for oneself and the team to adapt and respond to changing priorities.
13. Skill in exceptional verbal and written communication; expertise in setting and managing customer expectations.
14. Skill in effectively influencing and negotiating in situations where this role may not directly control resources.
15. Skill in work scheduling and workload balancing for oneself and staff to achieve objectives under significant workload conditions.
16. Skill in the use of Microsoft Suite, Microsoft Project or Confluence, database design, structured testing methods and implementation methods.
17. Knowledge of cartography, preferably as used in natural resource management.
18. Ability to lead and motivate staff and stakeholders. Build a nurturing and positive work environment.
19. Ability to work in a demanding environment and to interact with all levels within an organization, including senior leadership.

**Physical Requirements and Environmental Factors:**

**Physical:** Physical requirements include talking in front of groups, sitting for long periods of time, lifting, and carrying 5 to 30 lbs.

**Environmental Factors:** Environmental factors include working indoors in an office setting and independently traveling to offices around the state.

**Telework Evaluation:**

Based on an assessment of the goals and work activities, this position may be eligible for telework. Telework approval is based on individual circumstances and is subject to supervisor approval and DNR telework policies. Approval is subject to change without notice based on business needs.

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