

Policy Initiatives Advisor - Administrative
Geographic Information Officer

Position Summary

Under the general direction of the Chief Information Officer (Division Administrator), supervise and manage the Geographic Information Systems and Information Systems Section of the Administrator's Office. Coordinate GIS activities among state agencies, counties, cities and tribal governments. Establish an enterprise geographic information service for all levels of government including appropriate data sharing using best practices. Identify and create policies and strategies for the enterprise Geographic Information Systems. Oversee the awarding of grants to fund geospatial data and to create information sharing agreements with all levels of government in Wisconsin. Manage systems integration functions such as the enterprise bus.

Goals and Worker Activities

- 30% **A. Facilitate the coordination of GIS activities amongst state agencies, counties, cities and tribal governments.**
- A1. Identify Wisconsin's geographic information needs and priorities and to promote cooperation in meeting these needs.
 - A2. Provide ongoing coordination of GIS efforts between state agencies, city, county and tribal governments.
 - A3. Coordinate with the GIS units of Wisconsin's Department of Natural Resources and Department of Transportation.
 - A4. Identify the GIS needs and requirements of state agency projects and programs.
 - A5. Facilitate the education and training of agency staff in GIS concepts and applications.
 - A6. Serve as the state agency GIS liaison with the State's Technology Leadership Council (TLC); serve as a voting member on the council.
 - A7. Serve as the state-agency liaison with the Wisconsin Land Information Association (WLIA) and Land Information Office (LIO) Network.
 - A8. Expand Wisconsin Land Information Program and GIS efforts.
 - A9. Coordinate efforts with the State Cartographer on federal programs such as the Geo-Spatial One Stop and the National Map, and between national coordination organizations such as the national States' Geographic Information Council.
 - A10. When requested, provide guidance to local governments.
 - A11. Act as the geographic information expert for the State of Wisconsin.
- 15% **B. Enforce the adoption of appropriate data sharing, and the employment of best practices.**
- B1. Facilitate state agency GIS/LIS standards development.
 - B2. Plan the development of a GIS service center, particularly for other state agencies with no GIS capability.
 - B3. Provides oral and written progress reports and updates to superiors and oversight committees.

- B4. Serve as the primary forum for members to seek consensus on policies that promote development and dissemination of a comprehensive GIS infrastructure in Wisconsin.
- B5. Coordinate with the State Cartographer on participation in federal programs, and in seeking federal and other funds to support Wisconsin Land Information Program (WLIP) initiatives.
- B6. Provide recommendations on policy alignment with local and regional GIS needs and be a focal point for partnerships to build Wisconsin's geographic information infrastructure.
- B7. Recommend policies, institutions and implementation strategies needed to develop and maintain Wisconsin's geographic information infrastructure.
- B8. Prepare and implementation plan that identifies quarterly and annual objectives for implementing the Wisconsin's Geographic Information Infrastructure.
- B9. Use technical as well as administrative skills to ensure that GIS technology is used properly and efficiently in state agencies, city, county and tribal governments.
- B10. Be aware of the spatial information needs of the agency, and the resources that are needed to meet them.
- B11. Set project goals and objectives, establish completion dates, obtain necessary resources, monitor and evaluate the work of subordinates, and coordinate activities with the GIS user departments or offices.
- B12. Work with the State Cartographer to provide coordination, education, outreach and technical support of statewide mapping and the WLIP.
- B13. Work to expand the role of the State Cartographer to enhance the new paradigm for the WLIP, provide vital data repository/access services for the entire community, and educational services for local governments.
- B14. Work with the State Cartographer to develop, provide and facilitate the land information "clearinghouse"; technical support to county LIOs.
- B15. Serve as a member of the Technology Leadership council, and assist with outreach and stakeholder activities.
- B16. Advocate for the WLIP and coordinate state geographic information systems (GIS) efforts.
- B17. Develop and implement guidelines for state agency plans to integrate land information initiative for the state to partner with the federal government to complete digital soils mapping statewide by 2006.
- B18. Provide County Land Information Officers (LIOs) and others with a public forum for land records modernization issues.

10% C. Maintain effective, robust land programs while meeting the Governor's objective of reducing the size of government.

- C1. Establish plans, strategies and further the implementation of the Wisconsin Land Information System (WLIS) Web-based portal concept to tie together data residing in various locations.
- C2. Continue the WLIS pilot project which has been completed by the WIDNR.
- C3. Ensure that Wisconsin data from a wide variety of producers, including state, regional and local units of government and tribes is made available in a manageable and consistent format.
- C4. Ensure public access and integration of the land information collected by local, state and federal organizations and businesses.

- C5. Promote data management efforts and comprehensive planning, as well as coordination of training and technical assistance to local officials regarding data requirements and planning issues.
 - C6. Maintain effective, robust land programs while meeting the Governor's objective of reducing the size of government.
 - C7. Support implementation of land information initiatives across state government.
- 15% D. Identify and prepare document describing strategic directions for Enterprise-wide Geographic Information Systems.**
- D1. Maintain a working knowledge of the agency's functions and activities including knowledge of the databases and software used in those functions and activities.
 - D2. Work with DET management on issues requiring legislative involvement.
 - D3. Draft and manage proposed legislation.
 - D4. Direct the development of and ensure accuracy of statutorily mandated reports concerning the Department's activities regarding Geospatial resources and other related enterprise initiatives.
 - D5. Stay abreast of changing enterprise business needs and technology capabilities and make recommendations for changes to strategic direction as appropriate to ensure that Wisconsin government leverages technology effectively in service delivery.
 - D6. Evaluate technology proposals from agencies and others; identify and effectively communicate strengths and weaknesses; propose alternatives; make recommendations regarding modification, approval/denial and inclusion in the enterprise portfolio.
 - D7. Communicate strategic GIS issues at the appropriate level across a range of stakeholder including elected and appointed officials, organization executives, business/program managers, financial analysts, technology managers, technology professionals, vendors and the public.
 - D8. Identify and implement effective methods of engaging agency and inter-governmental staff and managers in working on common GIS issues.
 - D9. Provide expertise and consulting support to user agencies and customers.
- 10% E. Make recommendations on awarding grants to fund geospatial data, and to create information sharing agreements with state, local and tribal governments.**
- E1. Leverage existing funding and develop new partnerships and resources to build and maintain Wisconsin's geographic information infrastructure.
 - E2. Assist and coordinate all efforts regarding federal programs and contacts.
 - E3. Ensure that budget dollars appropriated for GIS activities are spent to continue efforts in development of the WLIS and develop new funding strategies to ensure that work continues.
- 20% F. Supervision of Staff**
- F1. Determine staff needs as part of the annual planning process and recruit, hire, assign and discipline employees.

- F2. Recommend/initiate personnel actions such as reclassification, reallocation, competitive promotion, as needed to ensure appropriate and effective allocation of staff resources and recognition of staff skills and responsibilities.
- F3. Organize and schedule staff to provide optimum use of resources and effective performance.
- F4. Establish goals and objectives for the area. Monitor progress against plans, review employee performance, provide appropriate feedback to employees on performance, take appropriate disciplinary action, assist staff to prepare individual career development and training plans, provide recognition for superior performance and resolve grievances, as needed.
- F5. Implement Affirmative Action policies and procedures, harassment and discrimination policies and advancement opportunities for all staff. Communicate information about these policies, procedures and opportunities.
- F6. Provide a weekly status report to the Deputy Administrator of current section activities and issues that need to be addressed.

Knowledge and Skills

General

- Broad knowledge and experience working in government at all levels, including understanding of public sector business environment and use of technology.
- Familiarity with the principles and practice of public administration.
- Familiarity with the concepts and practice on information management.
- Experience in analyzing enterprise business and technology issues in a large corporation or government organization.
- Strong analysis skills grounded in technology and business planning and management.
- Ability to influence others and encourage creative and broad thinking to identify solutions.
- Effective use of consensus building to reach decisions.
- Ability to establish credibility so decisions and recommendations are adopted.
- Ability to obtain information and insight even when others are reluctant to share.
- Ability to learn quickly; synthesize complex information; identify key points and communicate results accurately and effectively.
- Ability to identify appropriate members and develop effective teams with specific knowledge and skills needed to develop solutions and make recommendations.
- Resourceful in identifying and obtaining information sources needed to perform responsibilities effectively.
- Ability to work independently and exercise appropriate discretion with a minimum of supervision and produce effective, acceptable results within short time frames.
- Experience working directly with management and understanding management perspective and requirements.
- Strong oral and written communication skills including the ability to communicate business and technical concepts and information effectively to a wide range of audiences including the public.

- Strong inter-personal skills including the ability to work independently with high-level government officials, business and IS managers and staff in federal, state and local agencies, and with division and department managers.

Technological / Specific

- Extremely knowledgeable about geographic data and mapping. The position demands a geographic “visionary”.
- Background in GIS technology and a thorough knowledge of GIS software and familiarity with database software.
- IT skills emphasizing on GIS.
- Knowledge on geographic data management and activity and information analysis processes.
- Knowledge of legal aspects on GIS.
- Outstanding technical skills in land information and GIS.
- Demonstrated theoretical background and substantial experience in location based services and upgrading of communities, with particular reference to information systems to support them; thorough knowledge and understanding of parcel indexing and addressing systems.
- Proven ability to produce reports and papers on policies, advocating appropriate initiatives to governments, partners and related organizations.
- Proven ability to plan and organize work, requiring an in-depth understanding of regional issues and ability to integrate into the work of others.
- Strong written and verbal communication skills.
- Ability to defend and explain difficult issues with respect to key decisions and positions to staff and senior officials.
- Proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.