

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

GIS Manager
Geographic Information Systems (GIS) Center
Full-Time Grant-Funded Position (Renewal contingent upon grant funding)
Position Number 330070

General Description

The GIS Manager is responsible for the operation of the GIS Center. The Center provides GIS products and services to local governments including the City of Clarksville, Montgomery County, and others; supports research contracts within the University environment and provides students with operational GIS experiences. The Center plans and implements database structures, manages data and database distribution, develops standalone and web-based GIS applications, plans and implements spin-off contracts serving the needs of government agencies, provides professional consulting services to elected officials, department heads and employees.

Primary Duties and Responsibilities

- Direct the operational and technical management of the GIS Center.
- Approve the hiring of all GIS Center staff and student employees.
- Prepare and submit annual evaluations of fulltime GIS Center staff.
- Develop and monitor the departmental budget; approve purchases and other expenditures.
- Schedule and facilitate meetings; prepare agendas and meeting proceedings.
- Coordinate the development of the Enterprise GIS by coordinating active participation and teamwork of the agencies.
- Set goals, develop timelines and monitor progress in the development, implementation and ongoing administration of GIS projects.
- Function as liaison between APSU administrative processes and the Center.
- Function as liaison between APSU GIS-based academic projects and the Center.
- Function as liaison between the Center and its clients outside of the University through the GIS Executive Committee(s), GIS User Groups and site visits to client departments and agencies.
- Coordinate internal resources in the development, maintenance, enhancement and support of the hub.
- Identify and prioritize enterprise and specialized hub applications.
- Evaluate technologies to ensure optimum hub performance and capabilities; provide recommendations for use of new GIS methodologies and equipment.
- Coordinate with contractors in the design and implementation of the hub infrastructure; collaborate with city, county and state officials to identify and map critical data and build the core infrastructure to transfer, store and provide accessibility to such data.
- Evaluate and prioritize needs of local government and other organizations that can be served by the hub; coordinate sharing of information and GIS activities.
- Provide consultation and guidance to agency administrators in the development of applications using the data from the hub.
- Prepare and present reports to local government committees, management and other stakeholders.
- Establish best practices in the use of GIS data hub and applications by developing standards and procedures, developing and presenting training and support programs, and promoting knowledge and data-sharing among agencies.
- Encourage research grants and contracts by other faculty that would support Center personnel and facilities.
- Showcase the work of the GIS Center to potential clients and at professional meetings.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to apply technical knowledge and leadership skills that will permit the on-going evaluation and implementation of future GIS/IS needs.
- Ability to manage complex projects, including delineating their scope, preparing work plans, resolving conflicts, and overseeing implementation steps.
- Must have strong administrative skills including planning, prioritizing, budget setting, report writing, competitive bid purchasing procedures and staff development.
- Ability to effectively evaluate user needs.
- Ability to develop and refine macros, user commands and scripts as required for specific work flows.
- Ability to serve as a mentor to students in all disciplines.

Required Minimum Qualifications

- Bachelor's degree in GIS, Geography, Computer Science or a related field.
- Three years GIS project management and staff management experience, preferably with local government projects.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- Experience with ArcGIS with VBA and/or ArcIMS.
- Other experience with related software and technologies such as ArcInfo, MapObjects, ArcObjects, ArcPad, ArcSDE, Microsoft Access, SQL Server, ERDAS Imagine, GPS or remote sensing.

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