AUBURN
Human Resources

GIS Manager

Job Description

JOB INFORMATION

Job Code	NC51
Job Description Title	GIS Manager
Pay Grade	FM18
Range Minimum	$73,950
33rd %	$93,670
Range Midpoint	$103,520
67th %	$113,380
Range Maximum	$133,100
Exemption Status	Exempt
Approved Date:	8/10/2026 12:17:47 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Design & Construction

JOB SUMMARY

Manages Auburn University Facilities Management's enterprise GIS program, providing strategic leadership, technical expertise, and data governance for accurate geospatial information. Develops GIS tools, systems, and partnerships that support campus planning, space management, facilities operations, utilities, capital projects, and university administration.

RESPONSIBILITIES

- Manages the development, administration, and continuous improvement of Auburn University Facilities Management's GIS program. Leads the integration and ongoing support of an enterprise GIS environment.
- Serves as the department's subject matter expert for GIS technologies, enterprise GIS system maintenance, and location-based information support. Researches emerging geospatial technologies and develops long-range strategies to enhance and continuously improve GIS capabilities.
- Designs, develops, and maintains GIS databases, applications, dashboards, web maps, and reporting tools. Maintains the campus map and other online GIS resources.
- Coordinates the collection, organization, maintenance, and sharing of geospatial, land, space, design, utilities, and facilities data, including the integration of computer-aided design (CAD), building information management (BIM), portable document format (PDF) and other formats into GIS.
- Establishes and maintains GIS standards, operating procedures, data governance practices, and metadata requirements to ensure the accuracy, integrity, consistency, security, and accessibility of enterprise geospatial data.
- Collaborates with Campus Planning and Space Management, Facilities Management departments, and other university stakeholders on the collection and review of geospatial information to ensure accuracy and accessibility.
- Develops geospatial analysis and decision-support tools that support campus planning, space management, facilities operations, utilities, capital projects, and other university administrative units.
- Collaborates with Information Technology (IT) on GIS system maintenance and integration with enterprise business systems, including integrated work management systems (IWMS), real estate management, document management, and other location-based systems.
- Manages GIS-related projects and consultants, and collaborates with planners, architects, engineers, IT professionals, and other stakeholders, to improve workflows, data integration, and enterprise GIS capabilities.
- Provides technical guidance, training, and consultation on GIS technologies and geospatial data management. Promotes GIS best practices and supports the effective use of enterprise GIS applications throughout Facilities Management.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	in Geographic Information Systems, Urban Planning, Engineering, or a closely related field.	and	5 years of	Experience in Geographic Information Systems (GIS), including enterprise geospatial database administration, ESRI technologies (ArcGIS Online, ArcGIS Pro, and ArcGIS Enterprise), GIS application and systems integration, geospatial data governance, and support of facilities, infrastructure, planning, or related GIS operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	GISP Certification	Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Labor & Trades

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures				X	
Hazards					X
Wet and/or humid			X		
Noise					X
Chemical			X		
Dusts			X		
Poor ventilation			X		

Vision Requirements:
Ability to see information in print and/or electronically.