

Services Provided by VCGI

Vermont Center for Geographic Information



Board Final - 10/22/2012

Summary: VCGI's enabling legislation (Act 204 of 1994) guides VCGI's mission. VCGI provides a set of services that support the mission. The following is a list of "core services" which are vital to supporting the current mission at current levels. Additional core services may be added or existing core services may be expanded based upon Enterprise developments in the state. Current core services have been classified as follows;

- **Full Mission:** Services required to support VCGI's full mission as defined by VCGI's enabling legislation. Assumes enough funding for 6 FTEs + operational overhead (\$?). Assumes 6 personnel in the organization: 1 Executive Director, (1/2 FTE) Director of Enterprise Services, (1/2 FTE) Web Services Administrator, 1 Web Applications Administrator, 1 Systems Administrator, 1 Database Administrator and including enough funds for (personnel and outreach) materials, software, and conference/training attendance, meeting coordination, etc. Additional FTE's may be needed or mission responsibilities may change dependent upon Enterprise support needs.
- **Reduced Mission :** A subset of services which could be supported under VCGI's current appropriation of \$378,000. Assumes enough funding for 3 FTEs + operational overhead (FY'13 - \$378K). Assumes 3 personnel in the organization: 1 manager, 1 tech lead, 1 tech/outreach and including enough funds for materials (personnel and outreach) materials, software, and conference/training attendance, meeting coordination, etc.
- **The Estimated FTEs for both Full Mission and Reduced Mission below are only quick, best guess approximations at this point and not a proposal.** I will need to spend a lot more time doing strategic planning to establish appropriate FTE allocations depending on a given business model.

Core Services	Link to Enabling Legislation¹	Full Mission Estimated FTE	Reduced Mission Estimated FTE
1. Geospatial data warehouse and catalog (archive of geospatial data and imagery)	122a(10), 123b(1), 123c(1,10)	Database Administrator >45%	Tech Lead 30% (Limited Support)
2. Ensure data/imagery is in consistent format	122a(11), 123b(1), 123c(1,3), 123c(5)a	Database Administrator 5%	Tech Lead 5%
3. Ensure that all data/imagery has consistent metadata/documentation	122a(11), 123b(1), 123c(1,3), 123c(5)a	Database Administrator 10%	Tech Lead 5% Tech/Outreach 5%

¹ <http://www.leg.state.vt.us/statutes/fullchapter.cfm?Title=10&Chapter=008>

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<p>4. Distribute data</p> <p>4.1. Make data available for free download</p> <p>4.2. Provide method to search for data</p> <p>4.3. Provide access to metadata/documentation</p>	<p>122a(10), 123b(1,4), 123c(1,2,3,10,), 123c(5)b</p>	<p>Database Administrator 30%</p> <p>Web Services Administrator 30%</p> <p>Web Content Manager/Outreach Coordinator 10%</p> <p>System Administrator 10%</p> <p>Web Applications Administrator 20%</p>	<p>Tech Lead 30%</p> <p>(Limited Support)</p>
<p>5. Develop and update data standards (with participation of VT GIS Community)</p>	<p>122a(1,4,5), 123b(1,2), 123c(1,3,4)</p>	<p>Database Administrator <5%</p> <p>Web Content Manager/Outreach Coordinator 10%</p>	
<p>6. Provide technical support for geospatial data development and management</p>	<p>122a(3), 123c(1)</p>	<p>System Administrator 70%</p>	<p>Tech Lead 20%</p> <p>(Limited Support)</p>
<p>7. Design, development, and deployment of geospatial web services and applications</p>	<p>122a(2), 123b(3,4), 123c(1,2,10)</p>	<p>Web Services Administrator 70%</p> <p>Web Content Manager/Outreach Coordinator 5%</p> <p>System Administrator 10%</p> <p>Web Applications Administrator 20%</p>	
<p>8. Provide data analysis technical support</p>	<p>123c(1)</p>	<p>Web Applications Administrator 30%</p>	
<p>9. Provide data management support (surface waters, sustainable energy, emergency management, imagery program)</p>	<p>123b(3), 123c(1,11)</p>	<p>Database Administrator <5%</p> <p>Web Applications Administrator 30%</p> <p>System Administrator 10%</p>	<p>Tech Lead 10%</p> <p>(Limited Support)</p>
<p>10. Facilitate and support interagency collaboration, coordination and standardization relating to GIS software, systems, services and policy (e.g.: Enterprise GIS Consortium, VCGI Technical Advisory Committee)</p>	<p>122a(2,6), 123b(2,3),123c(1, 3,4,11)</p>	<p>Executive Director 15%</p> <p>Director of Enterprise GIS 60%</p> <p>Web Content Manager/Outreach Coordinator 20%</p>	<p>Manager 15%</p> <p>(Very Limited Support)</p> <p>Tech/Outreach 15%</p> <p>(Very Limited Support)</p>

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11. Coordinate priority statewide data collection/management efforts	122a(3), 123c(1,11)	Director of Enterprise GIS 30%	
12. Coordinate and provide professional development and networking opportunities for GIS users at all levels	123c(1)	Web Content Manager/Outreach Coordinator 25%	Tech/Outreach 35% (Limited Support) Manager 10% (Limited Support)
13. Coordination/networking at regional and national levels	123c(1)	Executive Director <5% Director of Enterprise GIS <5% Web Content Manager/Outreach Coordinator 10%	
14. Promote awareness of GIS in other sectors (education, nonprofits, small business, gov't, see customers listed above)	122a(2), 123b(2,3,4), 123c(1)	Web Content Manager/Outreach Coordinator 25% Executive Director 5%	Tech/Outreach 30% Manager 15%
15. Respond to direct inquiries for information and resources	123c(1)	Web Content Manager/Outreach Coordinator 15%	Tech/Outreach 15%
16. Utilize Return On Investment (ROI) analyses to document cost/benefits of GIS	122a(8), 123c(1,6)	Director of Enterprise GIS <5% Executive Director <5%	
17. Leverage external financial resources (eg: grants, contracts) to help support VCGI's core mission and other priorities (eg: broadband mapping, statewide LiDAR)	122a(9), 123c(1)	Executive Director 10%	Manager 10%
18. Help agencies draft RFPs and select contractors	123b(4), 123c(1,8)	Executive Director <5%	Manager <5%

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19. Provide GIS consulting services in partnership with private sector (change to “promote Private Sector consulting opportunities”)	123c(1,7)	Executive Director <5%	
20. Grant, contract, MOU, SLA, and any other inter-organizational agreement management	123c(7)	Executive Director >20%	Manager >20%
21. Budget, personnel, Orthoimagery Program and general business area management	123c(7)	Executive Director >30%	Manager 30%
22. Support to Statewide Data Enterprise Planning and Design		Executive Director ?% Director of Enterprise GIS ?%	