



SC – PAY GRADE 14

GIS SPECIALIST

DUTIES AND FEATURES OF THE CLASS

The employee in this class performs responsible technical processing analysis and conversion of geographic information to digital data. Incumbent prepares special map products and distributes geographic data to customers. Provides direct interface with internal customers and with the public regarding land-related issues including access to permitting, real estate assessments and zoning information.

EXAMPLES OF WORK

Provides designated geographic information to requesting agencies, general public and interested parties; provides information in support of Countywide Land Information System by responding to telephone, fax, and walk-in inquiries and requests; prepares, revises, and maintains a wide variety of computer-generated maps and cartographic products; performs research and data collection of information such as land records and deeds, plans, maps, drawings, and survey data; prepares maps for County staff, the general public, and the business community; assists in maintaining the County's geographic information system, including equipment, files, and supplies; creates, edits and manipulates computerized maps and data files to support the County's mapping and geographic information programs; provides technical support and assistance to internal and external system users in the areas of GIS mapping, GIS software, and data usage; records and reports all monetary transactions associated with the sale of digital data and map products; may conduct field investigations to confirm data and obtain additional information necessary to compile, draft and edit maps.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

General knowledge of the methods and techniques of automated drafting, mapping, and graphic representation; general knowledge of the methods and techniques of map research, compilation; drafting, editing, and reproduction; general knowledge of computers and computerized databases and data fields; ability to prepare and maintain computer-generated maps and cartographic products; ability to utilize products within the ArcGIS family of GIS products, including ArcGIS and ArcGIS system modules; ability to conduct research and field work pertaining to mapping and geographic information projects; ability to organize materials, maintain automated maps and other data accurately and systematically; ability to retrieve and use information; ability to establish and maintain effective working relationships with representatives from other agencies, staff, department heads and the general public; must have excellent verbal and written communication skills.

QUALIFICATIONS

Minimum of High School diploma or GED equivalent with at least three (3) years experience in automated mapping, geographic information systems, cartography, geography, planning, civil engineering, surveying or computer-aided design and drafting; Bachelor's Degree is preferred. ArcGIS suite background is required; excellent customer service and organizational skills; proficient in Microsoft Office Products (Word, Excel, Outlook); Cartographic product creation; ability to read plans and plots is preferred.

ADDITIONAL REQUIREMENTS

- Direct Deposit Required
- 35-hour work week (Monday – Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 3/2016