ADAMS COUNTY

JOB TITLE
Geographic Information System (GIS) Specialist

DEPARTMENT
Highway

REPORTS TO
County Engineer

CLASSIFICATION
Nonexempt

DATE
July 2018

POSITION TYPE AND EXPECTED HOURS OF WORK
This is a full-time position. Days and hours of work are Monday through Friday, 7:00 a.m. to 3:30 p.m.

SUMMARY
To develop and maintain a Geographic Information System (GIS) for the County of Adams and to provide technical and consultative work in support of GIS databases, applications and services.

The position requires meticulous attention to detail, proven GIS expertise, technical writing proficiency, excellent communication skills (written and oral), and the ability to work in a fast-paced, dynamic environment. Relevant experience with the full suite of ESRI Products, GIS data processing and conversion, and enterprise databases are required as well. Experience with local government and implementation planning is preferred.

ESSENTIAL FUNCTIONS
Essential duties and responsibilities include the following. Other duties may be assigned.

- Involves interaction with County and City officials, and the general public. Provides GIS technical support primarily to county and city offices and to the general public as needed.
- Creates data and data layers through interpretation from varied source data, legal descriptions, plats, surveys and deeds. Creates GIS maps utilizing accepted cartographic practices and design.
- Develops policies, procedures and standards relating to GIS system maintenance, operations and services to include:
    - Quality Control/Quality Assurance guidelines
    - Project prioritization form
    - User manual to supplement training
    - Standard map layouts
- Train designated County employees to use the County GIS
- Researches, develops and plans the implementation of new GIS technologies. Trains staff on GIS data creation procedures and legal description interpretation.
- Assists with the development of scope and services relating to the GIS system.
- Produce end products such as maps, graphs and reports.
- Maintains address, street, and response data in a timely manner for emergency dispatching.
- Assists with the coordination of projects and other tasks as required by the County Engineer.

JOB DESCRIPTION

SUPERVISORY RESPONSIBILITY
Directs the work of the GIS Mapping Technician and other staff as related to the GIS system.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED EDUCATION AND EXPERIENCE
Bachelor's degree, with a concentration in Geography, GIS or other STEM related field with coursework in Geography or GIS. Ten years' experience with interpretation and research of property legal descriptions, the Public Land Survey System, and parcel mapping in a GIS environment. Knowledge of ArcGIS Online, Enterprise Geodatabases, Arc GIS Server preferred. Knowledge of existing and emerging GIS trends as it relates to government.

LANGUAGE SKILLS
Ability to read and interpret document such as computer software programs, hardware installation instructions, computer operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization. Demonstrated ability to present information clearly and effectively in written, map and graphic formats.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fraction and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to manage time to meet deadlines; ability to work as a member of a tem; excellent organizational, analytical, verbal and written skills.

COMPUTER SKILLS
To perform this job successfully, an individual should have at least two years' experience with ESRI GIS products (ArcGIS Desktop/ArcPro).

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally life and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to distinguish between colors.

WORK ENVIRONMENT
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

EEO STATEMENT
Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all

positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

OTHER DUTIES
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.