

FRANKLIN COUNTY

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST I

November 19, 2015

Position Description

Exempt

OVERALL OBJECTIVE OF JOB

Under the direct supervision of the GIS Coordinator, the GIS Specialist I serves as an entry-level GIS editor / analyst within the organization. The GIS Specialist I is responsible for the development, maintenance, and updates of County Geographic Information Systems as assigned – including any and all associated GIS data, analysis procedures, and map production. The GIS Specialist I will stay up-to-date on, and implement the newest GIS technologies and methodologies to ensure County GIS is optimized as a high quality, cost effective, accurate, and useful system.

The GIS Specialist I may, on a regular basis, concentrate their efforts on a particular area of assignment, but shall be expected to fulfill any and all GIS Specialist I duties throughout the County at any given time as assigned. The GIS Specialist I position may, on occasion, act as the GIS liaison for projects or presentations created for County departments and associated organizations, task forces, workgroups, and collaborations with local entities as delegated.

ESSENTIAL FUNCTIONS OF JOB

1. Ensures continued accurate development and maintenance of the County GIS base map and associated layers in accordance to all standards and protocols in place
2. Perform basic edits to County GIS data layers in an enterprise GIS environment
3. Establishes, builds and/or maintains associating attribute data to GIS layers; ensures data meet the needs of users, also ensures data quality and value by adhering to all standards and protocols in place
4. Completes data entry into the GIS system; subsequently ensures timely and accurate input into the system
5. Identify discrepancies and errors within existing databases and rectify
6. Maintains, updates, and distributes GIS data within County
7. Performs research and analyses using GIS software to benefit the County and its citizens as assigned.
8. Improves operations, decreases turnaround times, streamlines work processes, and works cooperatively and jointly to provide quality service
9. Keeps abreast of and incorporate new technological advances in GIS into daily operations
10. Prepares maps, data and/or analysis for supporting planning studies, emergency preparedness, grants, data requests, capital improvements, or other programs as required by the County

OTHER DUTIES OF JOB

1. Attends job related trainings and meetings; remains current on developments in the field
2. Reports to supervisor on system projects, future plans, usage, limitations, performance, and related issues.
3. Performs other duties as assigned

SUPERVISION RECEIVED

Receives instructions and supervision directly from the County GIS Coordinator

SUPERVISION GIVEN

Non-supervisory position

WORKING CONDITIONS

1. Works indoors in adequate work space, temperatures, ventilation and lighting on regular basis, except in responding to emergencies
2. Normal indoor exposure to noise, disruptions and stress; in event of incident, can be very stressful and disruptive
3. Below normal indoor exposure to dust/dirt
4. Work is typically performed in a normal office environment but requires occasional field work around the County and other offsite work as assigned
5. Work is performed with frequent interruptions and may occasionally involve responding to requests from County employees outside of normal business hours

PHYSICAL AND MENTAL REQUIREMENTS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties
3. Dexterity requirements range from coordinated movements of fingers/hands for computer to simple dexterity of feet/lefts; torso necessary to carry out duties of job
4. Light work, with occasional lifting/carrying of objects with weights of ten to thirty pounds
5. Must be attentive to details and concentrate on superior product production

QUALIFICATIONS

A. EDUCATION/TRAINING

1. Associate's Degree in GIS, Geography, or Planning or related field with specialized training in GIS required. Bachelor's Degree in GIS, Geography, Planning, or related field with specialized training in GIS preferred. Programming experience in one or more of the following: PYTHON, Visual Basic, JavaScript, and other applicable software packages / programming languages preferred

B. WORK EXPERIENCE

1. Minimum one year of experience in GIS or a related field preferred.
2. Any combination of related education and training and/or experience which indicates possession of the skills, knowledge and abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must possess general knowledge in principles, standards, terminology and trends in GIS.
2. Must possess demonstrated in depth knowledge of GIS software (preferably ESRI software products), applications of GIS, and best practices including familiarity and usage of the most recent releases of GIS software, i.e. ArcGIS for Desktop, ArcGIS Online, etc.
3. Must possess knowledge on the use of Microsoft Office products, i.e., Windows & NT, Word, Excel, PowerPoint, Access, etc.
4. Must possess knowledge of basic computer system design and GIS database design.
5. Must be able to communicate effectively both orally and in writing with co-workers and internal customers, County Elected Officials, Directors, etc.
6. Must possess ability to establish and maintain cooperative and effective relationships with County departments and agencies
7. Must possess knowledge and familiarity of County geography
8. Must possess ability to operate all facets of operating a GIS System, including editing, analysis, design, and modeling
9. Must possess comprehensive knowledge of cartographic principals regarding map creation, analysis and interpretation
10. Must be capable of typing and operations of computer keyboard and data entry
11. Must possess ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public
12. Must possess ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry and trigonometry, fractions, percentages, ratios and proportions and apply them to practical situations
13. Must possess ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems
14. Must possess ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST I AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.