

Jefferson County Position Description

Name:		Department:	Planning and Development
Position Title:	GIS Technician II	Division:	Land Information Office
Pay Grade:	8	FLSA:	Non-Exempt
Date:	December 2023	Reports to:	Planning/Development Director

Purpose of Position

The purpose of this position is to assist County GIS staff with developing, creating, and maintaining County GIS and land records data. This position primarily assists local municipalities with GIS functions and needs.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collects, manages, and maintains GIS data related to land records using established processes and procedures. This includes sourcing data from various county departments, state agencies, and external sources.
- Ensures the accuracy and reliability of GIS data through quality control and validation processes.
- Maintains, monitors, and generally administers GIS web mapping, web map services, and applications for local municipalities. Primary point of contact for local municipalities.
- Researches, develops, and implements new technology solutions for conducting County and municipal business using field data collection and in office solutions.
- Assists and trains appropriate staff in the use of GIS office applications, field data collection applications, techniques, and hardware.
- Utilizes GIS software and tools to analyze geographic data, create maps, and develop GIS applications.
- Collaborates with other departments within the county to provide GIS support and expertise.
- Prepares reports and documentation related to GIS analyses and projects. This could include presenting findings to county officials, stakeholders, or the public.
- Manages GIS-related projects, including planning, execution, and monitoring progress. Coordinates with internal teams and external consultants or vendors as necessary.
- Ensures GIS activities comply with local, state, and federal regulations. Advises county departments on GIS-related matters, particularly in zoning and land use planning.
- Interacts with the public, when necessary, to provide information related to zoning and land information queries, using GIS data and tools.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs spatial analysis using GIS software to support land use planning, zoning decisions, and other county projects. Creates and updates maps and other visual representations of spatial data.
- Assists with the County Drone program.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in Geographic Information Systems, Geography, Urban Planning, Environmental Science, Computer Science, or a related field with two to three years of professional experience in GIS analysis and data management.

Preferred Training and Experience Required to Perform Essential Job Functions

- Master's degree in a related field or GIS certification (e.g., GISP – Geographic Information Systems Professional) with more than three years of GIS-related work in a governmental setting, particularly in land use planning, zoning, or a similar field.
- Experience with parcel mapping, local government cadastral data modeling, and other municipal functions.
- Knowledge of best practices with local government GIS data needs and utilization.

Other Requirements Preferred – Certificates/Licensures

- GIS Certificate
- ESRI Software Training Certification, or other similar experience

Knowledge, Skills, Abilities

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Demonstrated experience with GIS software (e.g., ArcGIS) and database management.
- Practical experience in spatial analysis, cartography, and geospatial data visualization.
- Strong analytical and problem-solving skills.
- Ability to manage projects and work collaboratively with various teams.
- Effective communication skills, both written and verbal.

Supervision

- None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is exposed less than one third of the time to wet or humid conditions, working near mechanical parts, fumes, or air-borne particles. Some nights/weekends shifts and at times working outdoors under adverse weather conditions, and potential on call hours. Will be exposed to moderate noise.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date