

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: GIS Coordinator
DEPARTMENT: Planning/GIS
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m. M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: November 2018
DATE REVISED: November 2019

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as GIS Coordinator, responsible for managing and directing the daily operations of mapping in the geographic information system (GIS), creating and maintaining GIS database, coordinating and implementing system operations and system users, and designing and implementing system applications.

DUTIES:

Participates in professional GIS, mapping, and/or surveying organizations and activities.

Interprets and reviews plats, subdivisions, deeds, surveys, legal descriptions, and other records.

Constructs and/or reconstructs plats and checks for parcel gaps, overlaps, and other discrepancies.

Works with Task Force, including securing grants for utilization of GIS.

Examines confidential Census data and provides updates for Census Bureau.

Creates RFP for County's aerial photography projects.

Manages operations of county GIS and ensures reliable operations of county GIS network.

Creates and maintains addresses for county, city, and town.

Prepares department budget.

Works on special GIS projects for various county offices.

Supervises and assists with use of GIS in various county offices.

Interprets and draws legal descriptions for public and maintains parcel splits and combines in parcel layer of GIS.

Creates and implements GIS data into 911 system.

Installs, imports, and exports data files, ensuring proper maintenance, and updates GIS files.

Assists IT Department with issues relating to GIS.

Provides technical assistance regarding operation of GIS.

Creates and reproduces digital maps for county offices and the public.

Provides oversight and maintenance of public web portal, Beacon.

Provides software and hardware installation support.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in geographic information systems, geography, earth science, civil engineering, or civil engineering technology and two years employee supervision experience. Geographic Information System Professional (GISP) certification preferred.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to apply theories, principles, practices, techniques, laws, and County standards, policies, and procedures

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare detailed reports.

Knowledge of GIS concepts and methods and in-depth data and application development skills/experience, including AutoCAD and ESRI's, ArcMap, and ArcGIS Extensions.

Ability to supervise and direct assigned personnel, including reviewing documentation for newly created positions, interviewing candidates and making hiring recommendations, orienting new subordinates, training, developing, and motivating assigned personnel, and communicating and administering personnel programs and procedures.

Ability to properly operate standard office equipment, including computer, calculator, vehicle, plotter, printer, GPS equipment, and electronic drafting software equipment.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, state government agencies, Census Bureau, realtors, hospitals, Abstractors, Attorneys, surveyors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute and perform arithmetic operations, such as developing operating budget.

Ability to understand, interpret and manipulate digital data, and read and interpret detailed maps.

Ability to identify problems, collect and analyze data, establish facts, and develop valid conclusions.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to plan and present public speaking presentations and special events.

Ability to occasionally travel out of town for meetings/conferences, sometimes overnight.

Possession of a valid Indiana driver=s license and a demonstrated safe driving record.

III. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, with many variables and considerations. Incumbent performs duties according to broad policies and professional standards, exercising independent judgment in coordinating development and maintenance of GIS applications throughout County departments.

III. RESPONSIBILITY:

Incumbent performs a variety of relatively standard tasks according to department policies and procedures. Incumbent's assignments and objectives are set jointly by immediate supervisor. Incumbent is also responsible for non-standard duties, including programming, customizing, and linking several databases to create specific exported information. Work is primarily reviewed for compliance with legal requirements, technical accuracy, and effect on department goals/objectives. Errors in work are primarily detected or prevented by notification from other departments, companies, agencies, and public consumers. Undetected errors may result in loss of time for correction and/or inaccurate data.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, state government agencies, Census Bureau, realtors, hospitals, Abstractors, Attorneys, surveyors, and the public for purposes of giving and receiving information, rendering services, and providing training and assistance.

Incumbent reports directly to Planning Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment and vehicle, including driving, sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, crouching/kneeling, reaching, keyboarding, close/far vision, color perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds communication.

Incumbent occasionally travels out of town for meetings/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of GIS Coordinator for the Planning/GIS Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes_____No_____

Applicant/Employee signature

Date

Print or type name