



Grand County

Job Description

Title:	GIS Specialist	Job Code:	1020
Division:	Administration	Effective Date:	1/2019
Department:	IT Department	Last Revised:	12/2018

GENERAL PURPOSE

Perform GIS related tasks that support an enterprise GIS initiative, including editing and maintaining core datasets, such as addressing, parcels, roads and zoning; updating 911 CAD mapping system and facilitate other county-wide GIS projects as determined by the GIS Policy Committee or the IT Director

SUPERVISION RECEIVED

Works under the direct supervision of the Information Technology Director

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs the updating, editing and maintenance of datasets as needed for the County Recorder's office, including plats, parcels, roads, zoning, and address points.

Perform technical GIS tasks as required for County-Wide projects and initiatives, including the creation of web apps, data verification & analysis, printed maps, and public safety operations

Updating and maintaining the ESRI GIS suite of applications using best practices; including ArcGIS for Server and ArcGIS Online

Internal and external collection and publication of data using GIS software, GPS equipment and other related tools.

Assists County users with GIS-related requests and assists with training in the utilization of the GIS system

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with an associate's degree in information systems, electronics/computer engineering, programming; systems analysis, networking or related field;

AND

B. Two (2) years verifiable GIS experience.

OR

B. An equivalent combination of education and experience.

Preference given to holders of relevant industry certifications with experience.

2. Knowledge, Skills, and Abilities:

Through Knowledge of the practical use of CAD (computer aided design), GIS Software (ESRI ArcGIS Desktop, ArcGIS Pro,) geospatial database and server environments (ArcSDE, ArcGIS Online, ArcGIS Server), and their respective principals protocols and concepts

Considerable Knowledge of the technical tools and equipment associated with drafting and cartography; mapping scales and their most appropriate use; basic survey practices and procedures; legal documents and terminology; land ownership and division practices; real estate laws; data interpretation related to property descriptions

Some Knowledge of application programming, database administration, system design, web design, graphic design software (Adobe Creative Suite) and Microsoft Office Suite

Considerable Skill in Creating and maintaining CAD drawings, GIS maps, geospatial data and web applications. Interpreting user needs to technical or GIS related solutions. Conducting research on issues and emerging technologies related to job duties. Concise written and oral communication skills plus listening and communicating using tactful conversation

Ability to Understand and utilize a variety of mapping related technologies; plat ownership maps from property descriptions; perform complex mathematical computations; calculate acreage; work independently; provide analytical and problem-solving expertise to complex projects; Prioritize and organize projects and tasks

3. Special Qualifications:

Must pass post-employment offer physical, drug test and background examination. Must be willing to participate in random drug screening. Must complete a 12-month orientation/introductory period. Must possess valid Utah driver license. May be required to obtain a Utah Certified Cadastral Mapper Certificate or class completion certificate.

4. Work Environment:

Duties generally performed indoors in office environment under climate controlled conditions. However, duties may require exposure to potentially dangerous locations such as roadsides, construction zones, service areas and around mechanical equipment. Tasks involve walking, standing, sitting, Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. .

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)