



JOB DESCRIPTION

GIS Technician – Environmental Services

No Screen

Job Title: GIS Technician – Environmental Services

Department: Environmental Services

Classification: (Local 320 – Environmental Services, Land Department, Parks and Recreation)

FLSA Status: Non-exempt

Position Description: Technician – Under general direction of the Environmental Services Officer (ESO), responsible for administering the County enterprise Geographic Information System (GIS), tax parcel map, and E911 addressing program; daily operations of programs.

Supervisor’s Job Title:

Direct – Environmental Services Officer

Total # of full-time equivalents with job title that report directly to this job: 0

Total # of full-time equivalents with job title that report indirectly to this job: 0

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor’s Degree (**must attach transcript**) in Geographic Information Systems, Geography, or related field with an emphasis in GIS prior to hire date
OR
equivalent combination of education (**must attach transcript**) and/or work experience sufficient to successfully perform the essential duties of the job.
- Valid driver’s license and reliable means of transportation.

Knowledge, Skills & Abilities:

Knowledge:

- GIS principles, methods, and techniques using GIS mobile, server, and desktop technology, operating systems, and programming languages including their design, operations, applications, capabilities, and maintenance requirements.
- Geodatabase design, development, storage, inventory, and maintenance.
- Concepts and techniques of data scripting, modeling, and geoprocessing.
- Concepts, techniques, and resources available to develop, deploy, and maintain interactive web mapping applications.
- Project management planning principles, tools, and techniques.
- Each County department’s system of operations, policies, procedures, databases, input applications, querying systems, imaging systems, and technology capacity as well as concepts and



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techniques of integrating these with GIS. Expectation shall be reasonably limited to that which is necessary to provide GIS solutions to these departments.

- Principles of surveying, mapping, GPS, and usage of aerial photography.
- Public Land Survey system: principles, fundamentals, trends, techniques, and structure including legal description mapping.
- Esri's Parcel Fabric solution and the techniques and methods of maintaining the Parcel Fabric.
- Esri's Local Government Information Model (LGIM).
- Master Street Address Guide (MSAG) development and maintenance procedures.
- The Next Generation 9-1-1- (NG9-1-1-) system as it relates to GIS.
- Applicable statutes, rules, ordinances, and/or regulations.
- Budgeting, grant development and program reporting.

Skills:

- Use and application of GIS software and computer systems.
- Computer hardware/software operation in a Microsoft environment.
- Management of projects including planning and estimating project resources.
- Effectively analyzing complex problems and making prompt, sound decisions.
- Establishing and maintaining effective working relationships with co-workers, County staff, community officials, County Board members, the public, and other agency staff.
- Aerial photo interpretation.
- Organization, execution, coordination, and documentation of projects/activities with attention to accuracy/detail.
- Prioritizing and carrying out project objectives and activities under limited direction and supervision.
- Communicating effectively in oral, written, and graphic presentations.

Abilities:

- Plan, implement, and administer policies, programs, and projects and monitor for efficiency and effectiveness.
- Comprehend complex issues and express ideas clearly and concisely.
- Read and interpret complex legal descriptions and determine intent of legal documents.
- Undertake long, complex transactions and maintain documentation.
- Keep records of all property divisions, new plats, and parcel map edits.
- Provide technical database and operational support for GIS and related software.
- Research and report on trends/future needs in the area of GIS. Evaluate/assess the need for system enhancements.
- Provide technical database and operational support for GIS and related software.



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- Make sound decisions, support strategy, engage in innovation, demonstrate awareness, meet customer needs, and use organizational data.
- Demonstrate commitment, support change, develop individuals, relate well to others, and maintain communication.
- Work well with others; ability and willingness to follow rules and procedures and follow directives from supervisors.

Preferred Qualifications:

- Work experience managing an enterprise GIS.
- Work experience with ArcGIS Server, Online, and/or Portal.
- GIS Professional Certification (**must attach certification**).
- Work experience with Next Generation 9-1-1 (NG9-1-1) system and Master Street Address Guide (MSAG) development and maintenance.
- Work experience with Esri’s Local Government Information Model (LGIM) and Parcel Fabric solution.
- Work experience reading, interpreting, and drawing out property legal descriptions and using the Public Land Survey system.
- Work experience with field deployable GIS/GPS devices, hardware, and software.

ESSENTIAL DUTIES OF THE POSITION: (These duties are a representative sample; position assignments may vary.)	FREQUENCY:
<p>Parcel Transfer Process</p> <ul style="list-style-type: none"> • Assist in transferring tax parcels on the tax rolls and certifying current and delinquent property taxes. 	5%
<p>Program Administration</p> <ul style="list-style-type: none"> • Administration of the enterprise GIS Program including: planning; identification of needs; creation of solutions; program expansion; security; technical support; research of new trends and technology; the tax parcel map and E911 addressing; establishing and monitoring compliance of GIS policies, procedures and standards. • Develop, maintain, and grow the County GIS System addressing the needs of county departments and the public, coordinating with IT to maximize utilization and performance, and achieving desired outcomes while marketing GIS and promoting opportunities, strategies, and plans. • Evaluate and recommend hardware and software purchases - including the impact of software updates and patches - install, configure, and troubleshoot GIS software. • Administer the County GIS licenses and ensure the security and integrity of GIS data. • Represent the County making public presentations while serving as a GIS resource for county staff and the public. 	95%



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Regular attendance on the job.	
Perform other duties as delegated.	

PHYSICAL REQUIREMENTS:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this job description at any time.

CLASSIFICATION HISTORY:

Position prepared by Hubbard County
Date last Reviewed: (10/2017)