



JOB DESCRIPTION

GIS Specialist – Environmental Services

No Screen

Job Title: GIS Specialist

Department: Environmental Services

Classification: Grade 13

Unit: Local 320 – Environmental Services, Land Department, Parks and Recreation

FLSA Status: Non-exempt

Position Description: Perform intermediate skilled technical work developing and maintaining geographic information system (GIS) data layers and geodatabases, assisting internal and external users of GIS products and applications, and related work as apparent or assigned. Work is performed under the supervision of the GIS Supervisor.

Supervisor's Job Title:

Direct – GIS Supervisor

Indirect – Environmental Services Director

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 in Geographic Information Systems, Geography, or related field with an emphasis in GIS prior to hire date
OR
equivalent combination of education 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
- GIS and related hardware and software components
- Geodatabase design, development, structure, storage, inventory, and maintenance
- Automated mapping and GIS, methods, and techniques
- Manual and digital map cartography practices, techniques, and equipment
- Concepts and techniques of data scripting, modeling, and geoprocessing



JOB DESCRIPTION

GIS Specialist – Environmental Services

- 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 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 and addressing application processes as it relates to GIS
- Applicable statutes, rules, ordinances, and/or regulations

Skills:

- Use and application of GIS software and computer systems
- Operation of computer hardware, software, and output devices (e.g. scanners, plotters, etc.) in a Microsoft environment associated with geographic and other land information systems
- Management of projects including planning and estimating project resources
- Establish and maintain effective working relationships
- Aerial photo interpretation
- Organization, execution, coordination, and documentation of projects/activities with attention to accuracy/detail
- Prioritize and carry out project objectives and activities under limited direction and supervision
- Communicate effectively in oral, written, and graphic presentations

Abilities:

- Deputization as Deputy County Recorder within six months of hire date
- Plan, implement, and administer up to intermediate level projects and monitor for efficiency and effectiveness
- Comprehend and accurately analyze complex issues and express sound ideas and positions promptly, tactfully, courteously, clearly, and concisely
- Effective file management and carry out file transfer protocols
- Understand and carry out written and oral instructions
- Read and interpret complex legal descriptions and documents
- Undertake long, complex transactions and maintain documentation



JOB DESCRIPTION

GIS Specialist – Environmental Services

- Keep records of all property divisions and parcel map edits
- Provide technical database and operational support for GIS and related software
- Plan own work, work effectively and efficiently, contribute to program/service quality, and support a high performance culture
- Demonstrate ethical behavior, act courageously, demonstrate resilience, and pursue self-development
- 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
- Ability and willingness to follow rules and procedures and follow directives from supervisors

Preferred Qualifications:

- Work experience with an enterprise GIS
- 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
- Work experience in mobile ArcGIS Server and programming language (e.g. SQL, Arcade, JavaScript, Python, and HTML)

<u>ESSENTIAL DUTIES OF THE POSITION:</u> (These duties are a representative sample; position assignments may vary.)	<u>FREQUENCY:</u>
<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>E911 GIS addressing</p> <ul style="list-style-type: none"> • Maintain county 9-1-1 GIS system and master Street Address Guide (MSAG) information including assignment of addresses and coordinates standard practices with city and township staff. • Ensure the accuracy of GIS and MSAG address information, jurisdictional boundaries, street centerline information, street names, street ranges, community names, and/or other applicable information. • Receive and process new street names for entry into applicable databases. 	10%
<p>Program Implementation</p> <ul style="list-style-type: none"> • Develop and maintain a variety of data for County GIS use. 	85%



JOB DESCRIPTION

GIS Specialist – Environmental Services

<ul style="list-style-type: none"> • Assist in technical planning and implementation of all GIS layers, collection procedures, and standards; develop and relate geo-referenced data to specific GIS layers to create specialized data map relationships for internal and external customers. • Assist the GIS Supervisor in the 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; establish and monitor compliance of GIS policies, procedures and standards. • Assist in the development, maintenance, and growth of 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. • Provide technical assistance (in person and by phone and email) to internal and external users in the use of GIS products and applications, E911 addressing, Public Land Survey System, and related matters; collect and receipt fees for services and products. • Install, configure, troubleshoot, and resolve hardware and GIS software application issues. • Ensure the security and integrity of GIS data. • Serve as a GIS resource for county staff and the public. 	
Regular attendance on the job.	
Perform other duties as assigned.	

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: (06/2021)