

# SENIOR GIS TECHNICIAN

**JOB SUMMARY** This is a full-time position that involves complex technical work in the preparation and illustration of cadastral assessment maps and related graphic displays of independent taxing boundaries for the preparation of a county-wide tax roll. Work is subject to limited supervision and is reviewed through quality control and performance evaluations.

**Starting Salary to commence at \$41,600 - \$59,000 based on experience and certifications held.**

**ESSENTIAL FUNCTIONS** *(An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the tasks which the employees may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)*

- Interpret parcel identification data and locate properties.
- Process deeds, annexations and plats.
- Understand GIS methodology.
- Review complex legal instruments, property rolls, deeds, property ownership records, and make necessary changes and updates to cadastral assessment maps.
- Create and understand complex CAD construction of plats, metes and bounds, right of way and prorations on ownership maps.
- Perform ESRI system administration, configure, and maintain ESRI servers for development and production environments. Able to troubleshoot problems with the system and resolve.
- Provide technical service in the development, operation and maintenance of automated geographic information systems and equipment.
- Advanced assembly of digital geometric files for map compilation.
- Interact with other County departments, local government and private sector for effective system applications in a polite and courteous manner.
- Research, collect, and prepare data for complex studies and assignments.
- Assist in the training of new and less experienced co-workers, as requested by the Supervisor or Manager.
- Operate modern standard office equipment including, but not limited to telephone, computer, calculator, copy machine, scanner, fax machine, plotter, and microfiche reader/printer.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES** *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related criteria)*

- Advanced knowledge of mathematics including fundamental trigonometry, algebra, and geometry; automated mapping skills, cartography, business English and effective verbal and written communication skills.

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# SENIOR GIS TECHNICIAN

- Proficient in specialized GIS Software including Environment Systems Research Institute (ESRI) products.
- Extensive knowledge of the theories, principles and practices used to analyze, design, implement, maintain and modify automated geographic information systems, databases, software and equipment.
- Ability to make computations and tabulate accurately with reasonable speed.
- Capable of performing tasks independently and according to established departmental policies and procedures.
- Ability to move or lift 25-pound map racks.

## EDUCATION AND EXPERIENCE

- Graduation from high school or recognized equivalent.
- Some college coursework in geography, surveying principles, engineering or cartography desirable
- Preferred up to three (3) years experience with interpretation of legal descriptions and manual and automated mapping required.
- Three (3) years of responsible experience in spatial analysis and system administration using ESRI software products
- ***An equivalent combination of education, training, and experience that provide the knowledge, skills abilities, and other competencies necessary for success in the target position may be considered.***

## PHYSICAL REQUIREMENTS/WORKING CONDITIONS *(This job requires the ability to perform the essential functions contained in this job description. These include, but are not limited to, the following requirements):*

- Typically sit/stand at a cubicle, desk, table, or counter.
- Capability to operate the computer keyboard; enter data into a computer or other keyboard device requiring continuous or repetitive arm-hand-eye movement.
- Occasionally walk, stand, stoop, or kneel.
- Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds.
- Occasionally ascend or descend stairs.
- Work for sustained periods maintaining concentrated attention to detail.
- Ability to travel to other locations within the County while representing the Office.
- Work is regularly performed in an environmentally controlled office setting.

## BENEFITS

- Health Insurance
- Dental/Vision Insurance
- Life Insurance
- State Retirement Plan
- Paid Holidays & Leave

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