

CLAY COUNTY GIS COORDINATOR / TECHNICIAN

JOB TITLE: Geographic Information Systems (GIS) Coordinator / Technician

FLSA STATUS: Exempt

SUPERVISION: Under direct supervision of the Clay County Board of Supervisors

PRIMARY PURPOSE: The purpose of this position is to oversee, manage and coordinate the development and maintenance of the county-wide geographic information systems (GIS) databases including the strategic and long-range plans. Compile data required for land record map preparation or revision, including aerial photographs, survey notes, records, reports, and original maps to ensure completeness and accuracy.

EDUCATION AND EXPREIENCE REQUIRED: Associate's degree in geographic information systems (GIS), geography, planning, landscape architecture, civil engineering, computer science, or a related field, or a minimum of 2-3 years related on-the-job experience using GIS and mapping software and technology or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Technical:** Basic working knowledge of computers including Microsoft word processing, spreadsheet software, access database query software, sequel server software, and ARC/GIS 10 software. Working knowledge of GIS cadastral parcel model processing to update and analyze information. Good spatial cognitive ability required.
- **Interpersonal:** Flexibility in adjusting to changing circumstances, information, employee, and customer needs. Work independently with little or no supervision. High level of integrity and ability to maintain confidentiality.
- **Communication:** Ability to effectively communicate and present information and respond to county officials, employees, and the general public.
- **Organizational:** Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.
- **Resource allocation:** Ability to manage financial resources and accounting for expenditures. Ability to manage the appropriate use of equipment, facilities, and materials needed.
- **Cognitive Demands:** Ability to comprehend advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations and apply to analytical and correlation techniques.
- **Safety** Understand and practice safe work habits on the job site.

DESCRIPTION OF DUTIES:

1. Develop strategic plan of GIS initiatives including research, feasibility, and infrastructure; work with department heads to establish GIS goals and initiatives; work with outside agencies and businesses to determine their involvement and requirements for GIS solutions.
2. Oversee and coordinate the creation or revisions of existing maps and charts as relative to county and intergovernmental projects. Examine and analyze data from ground surveys, civil engineering plans, plot maps, aerial photographs, original maps and/or other data to ensure completeness and accuracy.

3. Oversee and coordinate the building, maintaining and updating of databases using GIS and related software. Develop and maintain links between various databases.
4. Determine map content and layout, as well as production specifications such as scale, size, projection, and colors, and direct production to ensure that specifications are followed.
5. Provide GIS software education and support to other county offices and departments. Coordinate the needs of various departments and government agencies to actively promote the usage of GIS as a meaningful management tool.
6. Prepare, monitor and maintain the department's budget.
7. Create all new land parcels, perform property splits and combinations to existing maps, create all new subdivisions and lots, and assign attributes to each parcel boundary for various database linkages.
8. Assure that all topology rules have been assigned to parcels and are functioning, perform quality assurance on mapping, real estate and parcel control systems to verify synchronization.
9. Maintain upkeep of equipment used in creating and revisions of maps such as large format scanner and printer and other GIS related equipment.
10. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
11. Ability to cooperate with other staff members to accomplish tasks.

WORK ENVIRONMENT

Most work is performed indoors in a typical office setting involving sitting, walking, occasional bending, lifting and carrying paper and related light objects generally weighing 10 lbs. or less. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with operations including clarity of vision 20" or less to view computer screens, legal documents and property descriptions; eye/hand/foot coordination, hand and finger dexterity, motor coordination, hearing and conversation skills.

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1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The Board of Supervisors reserves the right to change or reassign job duties at any time.
 4. Clay County works in compliance with the Americans with Disabilities Act and will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.