

GIS Specialist

Dept: Information Technology

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work providing technical support for geographical information systems, creating, testing and enhancing GIS applications, developing and preparing GIS datasets, maps, database reports and specialized queries, developing and administering address and zoning databases, and related work as apparent or assigned. Work is performed under the limited supervision of the Application Development Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Maintains E-911 graphical information system (GIS) database for emergency services districts.
- Maintains master street address guide (MSAG) database of street names, address ranges and emergency districts.
- Coordinates MSAG changes with other agencies and service providers.
- Maintains street segments with address ranges.
- Works with the Tax Department on city annexations, updating emergency medical services lines, preparing and providing maps and reports.
- Works with the Fire Department to maintain listing and map of water points.
- Creates and updates maps as necessary.
- Makes emergency services boundary changes based on changes from tax department.
- Participates in fire department inspections.
- Acts as a helpdesk representative assisting employees with technical inquires.
- Creates and maintains various files, reports, records, manuals and documents.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge in the use of GIS, database software and applications; thorough knowledge of the North Carolina Public Records legislation; thorough knowledge of the principles, practices and techniques of planning as they pertain to the design and development of urban and regional areas, planning research and zoning activities; thorough knowledge of computerized digital mapping techniques and equipment; general knowledge of engineering and computer programming, mathematics relating to property descriptions; general knowledge of standard office equipment and applicable hardware and software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to prepare a variety of mapping formats; ability to present the results of work in oral written and graphic form; ability to establish and maintain effective working relationships with associates, engineers and the general public.

Education and Experience

Bachelor's degree with coursework in computer science, information management, geography, environmental science, engineering, or related field and one to three years experience working in geography, GIS principles and design, database programming and administration, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires walking, pushing or pulling and lifting; work requires close vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date