Champaign County Job Description

Job Title: Geographic Information System (GIS) Specialist
Department: GIS Consortium
Reports to: GIS Director
FLSA Status: Exempt
Grade/Range: I*
Prepared Date: January 2018

SUMMARY Responsible for the design, development, and maintenance of GIS data.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Involves interaction with GIS Consortium members, clients and the general public. Provides GIS technical support to GIS Consortium members and clients.

Creates data and data layers through interpretation from varied source data, legal descriptions, plats, surveys and deeds. Creates GIS maps utilizing accepted cartographic practices and design.

Develops and completes quality control procedures and scripts.

Researches, develops and plans the implementation of new GIS technologies. Trains staff on GIS data creation procedures and legal description interpretation.

Develops customized ArcGIS Online Applications.

Assists with the development of scope of services.

Maintains address, street, and response data in a timely manner for emergency dispatching.

Assists with the coordination of projects and other tasks as required by the GIS Director.

SUPERVISORY RESPONSIBILITIES   Directs the work of the GIS Mapping Technician and other staff as related to the Tax Cycle.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree, with a concentration in Geography, GIS or a related field; and three years' experience with interpretation and research of property legal descriptions, the Public land Survey System, and parcel mapping in a GIS environment. Master's degree preferred. Knowledge of ArcGIS Online, Enterprise Geodatabases, Arc GIS Server. Knowledge of existing and emerging GIS trends as it relates to local government.

LANGUAGE SKILLS Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization. Demonstrated ability to present information clearly and effectively in written, map and graphic formats.

MATHEMATICAL SKILLS Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to manage time to meet deadlines; ability to work as a member of a team; excellent organizational, analytical, verbal and written skills.

COMPUTER SKILLS To perform this job successfully, an individual should have the ability to program in Python (ArcPy, SMTP and other relevant libraries). Two years' experience with ESRI desktop software (ArcGIS Desktop/ArcPro). Advanced knowledge of ESRI GIS edit, topology, query and annotation tools. General knowledge of JavaScript. Ability to construct advanced spatial and tabular database queries. Ability to perform basic GIS analysis.

CERTIFICATES, LICENSES, REGISTRATIONS. As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to distinguish between colors.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.