



Guadalupe County Road and Bridge Department

310 IH 10 West
Seguin, Texas 78155
(830) 379-9721

Douglas Burnside
Road Administrator

douglas.burnside@co.guadalupe.tx.us

Mike Brooks
Assistant Road Administrator

mike.brooks@co.guadalupe.tx.us

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning March 12, 2025 and will be posted until the position is filled.

EMPLOYMENT NOTICE

The Guadalupe County Road and Bridge Department is currently seeking to fill the position for an **Assistant GIS Specialist** (Main Office of Road & Bridge Department).

Duties include, but are not limited to: Knowledge of Computers with standard word processing and data software, ability to learn GIS Software, Operate standard office equipment, prepare reports in a systematic, neat, and legible manner. Create, modify, and update the Addressing database and develop and update various maps for exhibits, reports, and meetings. Assists the GIS Specialist on various projects and performs other duties as assigned.

Regular attendance is essential. The applicant must have the ability/skill to understand and follow instructions and must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others.

Employee must have the ability to work well with others. A valid Texas driver's license is required.

The salary will be \$25.08, commensurate with experience. The benefits include Medical Insurance, Paid Holidays, Vacation and Sick Leave, and Retirement.

Applications may be obtained from the county's website (www.co.guadalupe.tx.us) or the Human Resource Office located at 211 W Court St., Seguin, TX. Please submit completed applications to the **Guadalupe County Road and Bridge Department** located at 310 IH 10 W, Seguin, Texas 78155.

If any county employee wishes to apply for this position, please complete an application and transfer request form. Any transfer request by an employee of a higher pay group will be considered as a request for demotion, and therefore a reduction in pay.

Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.