

Job Description: ASSISTANT GEOGRAPHIC INFORMATION SYSTEMS (GIS) SPECIALIST

Class No.	Department:	Road and Bridge
Position No.	EEOC Category:	Administrative Support
Pay Group:	FLSA:	Non-Exempt

SUMMARY OF POSITION

The position performs routine and advanced beginner geographic information systems (GIS) and global positioning systems (GPS) work. The Assistant GIS Specialist will aid and coordinate of drafting, mapping, graphic illustrations, and related report preparation for the County.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Road and Bridge Administrator
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with the general public, businesses, employees, and officials in other county departments and political subdivisions within the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform professional-level work.
- Identifying and resolving problems promptly; developing alternative approaches and ideas; generating suggestions for improving work processes and quality.
- Creates and updates GIS data using ArcGIS Pro and various ArcGIS Mobile Apps in the field.
- Read and interpret legal descriptions to accurately create and edit GIS data.
- Create, modify, and update the Address database.
- Develop and update various maps for exhibits, reports, and meetings at different scales and layouts using ArcGIS Pro.
- Assist with the development of Web Maps, Dashboards, Survey123, Field Maps, and Quick Capture.
- Understands and is proficient in the use of GPS Equipment
- Assists in geo-referencing AutoCAD files
- Strong communication skills, both written and verbal.
- Assists GIS Specialist on projects as assigned.
- Performs other duties as assigned.

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OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee 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. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Applicant must have an advanced beginner understanding of the use and operations of ArcGIS Pro, and ArcGIS Online, GPS Equipment; the methods, techniques, and procedures used in the planning, designing, maintenance, editing, GPS data collecting, and production of GIS data.
- Ability to take direction, facilitate communication, resolve problems, and work individually or as part of a team.
- Operating a personal computer utilizing standard software such as Microsoft Office (Word, PowerPoint, and Excel) and office equipment; proficient typing.
- Written and oral communication skills; Customer Service skills.

ACCEPTABLE EXPERIENCE AND TRAINING

- Bachelor's degree in Geographic Information Science, Urban Planning, Geography or a degree with GIS-focused courses; and zero (0) to one (1) year's ArcGIS desktop; or an equivalent combination of education and experience.
- Must have competent skills in Microsoft Office Products.

CERTIFICATES AND LICENSES REQUIRED

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.