

GREENLEE COUNTY GIS SPECIALIST

\$21.15 – 25.17 an hour DOE

JOB SUMMARY

Responsible for developing, integrating, maintaining, analyzing, and distributing GIS data layers and other GIS products. Primary point of contact for municipal staff and public regarding GIS data updates, questions, and related mapping issues. Manage creation of situs addresses and address database in accordance with standard methodology. Verifies complex legal descriptions for tax parcel ownership transfers.

MINIMUM QUALIFICATIONS

- Ability to obtain Level 1 Property Appraiser Certification from the Arizona Department of Revenue.
- Associates Degree from an accredited college or university with coursework in computer science, geographic information systems, engineering, or related field **and** two (2) years technical experience in geographic information systems which included data creation and analysis, the productions of maps, reports, and cartographic products, **OR**
- Five (5) years' experience in a directly related field or in the performance of similar duties and responsibilities, **OR**
- Equivalent combination of education, experience and training may be considered in meeting the minimum qualifications.

For more information or applications contact our website www.greenlee.az.gov or the Board of Supervisors' Office (928) 865-2072



GIS Specialist

Classified

LEVEL: 22

GREENLEE COUNTY

Established Date: March 1, 2021

JOB SUMMARY

Responsible for developing, integrating, maintaining, analyzing, and distributing GIS data layers and other GIS products. Primary point of contact for municipal staff and public regarding GIS data updates, questions, and related mapping issues. Manage creation of situs addresses and address database in accordance with standard methodology. Verifies complex legal descriptions for tax parcel ownership transfers.

ESSENTIAL JOB FUNCTIONS

- Use GIS software function to enter, edit and update GIS spatial data, including points, lines and polygons and attribute data into databases or layers following standard procedure.
- Coordinate with vendors to review existing maps, making all necessary corrections and adjustments.
- Build special districts, track FID acres, create new layers as requested and maintain existing GIS data.
- Create and document GIS procedures, metadata, and operating standards.
- Provide accurate, prompt, knowledgeable and courteous support regarding GIS problems or information requests.
- Assign and change situs addresses for existing structures, new construction, and utilities.
- Maintain countywide GIS address database following standard addressing methodology.
- Attend PSAP and planning and zoning meetings.
- Collaborate with appropriate agencies i.e. Post Office, 911, MapSag, etc.
- Maintain communication between PSAPs and GIS data provider.
- Remain current on NG911 industry, policies, and legislative changes.
- Update Intrado, GEO hub and aerial imagery with Sheriff's office and MapSag.
- Communicate and act in a professional manner with the public, co-workers, and work contacts.
- Maintain confidentiality of work-related issues, customer records and restricted County information.

MINIMUM QUALIFICATIONS

- Associates Degree from an accredited college or university with coursework in computer science, geographic information systems, engineering, or related field.
- Two years technical experience in geographic information systems which included data creation and analysis, the productions of maps, reports, and cartographic products.
- Five (5) years in a directly related field or in the performance of similar duties and responsibilities OR an equivalent combination of education, experience and training may be considered in meeting the minimum qualifications.

- Ability to obtain Level 1 Property Appraiser Certification from the Arizona Department of Revenue.

KNOWLEDGE, SKILLS AND ABILITIES

- Skill in creating and editing GIS data.
- Skill in adjusting GIS layers and extracting features from aerial or ortho imagery.
- Knowledge in interpreting legal descriptions and legal documents.
- Basic knowledge of the relationship between GIS services and first responder services (police, fire, and ambulance).
- Ability to successfully manage projects from inception through implementation and evaluation.
- Strong knowledge of Windows based applications; Word, Excel, PowerPoint, and Access.
- Basic knowledge of industry standard GIS software and technology, web-based software, relational databases, and cartographic principles.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely complex issues with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.