

GIS Specialist II



Position Description

Status

Full-Time, Nonexempt

Compensation

B23

Bargaining Unit

GELC – General Unit

Reports to

Information Technology Manager

Supervises

None

Position Category

Specialist

Summary

Under the direction and supervision of the Information Technology Manager, develops and maintains the county's geospatial data and manages the county's geographic information system (GIS). Supports special projects, research field work, and program implementations as needed. Provides land information products, services, education, and outreach to other county departments, levels of government, the private sector, and the general public.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages the Allegan county Geographic Framework (ACGF) and related geospatial data in the county's geographic information system (GIS). Develops and maintains the ACGF and other geospatial data layers adhering to established database structures and standards. Strives to keep the county's geospatial data layers as current as possible.
2. Uses GIS and spatial data handling tools to import, manipulate, process, analyze, and export vector and raster images and tabular and text data to develop, maintain, and enhance the county's GIS.
3. Act as the geospatial data librarian. Organizes, cleans, and archives data files on the server and catalogs associated descriptive metadata. Maintains established file naming conventions and data standards.
4. Conducts quality control and assurance tests on new and existing data before incorporating it into the county's GIS and allowing broader distribution. Coordinates, trains, and reviews the GIS data creation and maintenance activities of county's geospatial data layers.
5. Supports geospatial research, analysis, and mapping projects as needed. This may include activities such as evaluating geographic data management policies and processes, researching mapping software, performing site selection studies using geographic criteria, statistically

analyzing spatial distributions to look for patterns of events, conducts site-specific investigations, produces the county parcel atlas and road map.

6. Prioritizes and balances projects to ensure that the immediate needs of others are met without compromising the long-term development of the GIS program.
7. Conducts field work to collect geospatial data through the use of GPS and/or on-site digitizing. Trains others in the use of GPS equipment and software as needed.
8. Trains and assists users of geospatial data and GIS software in other County departments and local units of government in support of the county's GIS program.
9. Produces maps, reports, address labels, Acrobat, PDF, and other digital and hard-copy products to satisfy information and data requests from other departments, levels of government, the private sector, and general public using plotters, printers, scanners, and the internet. Assess charges, writes invoices, and collects fees for services rendered.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in both a professional office environment and outdoor locations to conduct fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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 regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This role requires an employee to conduct fieldwork within the county and be exposed to both the elements and uneven terrain.

Travel

Travel is required to access County buildings and other locations for training purposes and to conduct fieldwork.

Required Education and Experience

1. Bachelor's Degree in Geography or related field with a concentration in the handling of geospatial data.
2. Three (3) years of experience in GIS development and integration, preferably in County government.
3. Demonstrated knowledge and experience using ESRI and at least one (1) GIS programming language and one (1) non-GIS programming language required.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____