

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	323
SUPERVISOR:	GIS Program Manager	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Maintain land information and produce land information products through ArcGIS software for government and public use. Work under the direction of the GIS Program Manager. Do related work as required.

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

Participate in the continuous development of the department's geographic information system, including: design, create, and maintain geodatabases, maps, data files, and documentation using ArcGIS software; including but not limited to, ArcGIS Online, ArcGIS Desktop, ArcGIS Pro, ArcGIS Server, ArcGIS Portal, Web AppBuilder, Survey123, Navigator, Power BI, StoryMaps, GoogleEarth Pro, and Parcel Fabric. Often using programming languages including but not limited to: Python, JavaScript, JSON, Arcade, SQL, VisualBasic and HTML.

May input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points; using the GIS under the direction of the GIS Project Manager.

Produce custom maps of land information to meet specific public and the County GIS user needs.

Consults with employees and clients to define requirements of mapping and information requests; researches and evaluates data and suggests methods of production; assists in creating production schedules for smaller mapping and analysis projects; and develops methods to produce preliminary map and design layouts.

Tabulate statistics, frequencies and data summaries. Work with Microsoft products, including Excel, Word, Access and PowerPoint to build queries for analysis from the Assessor's A&T database (ORCATS/Helion/SQL).

Provide technical support to County departmental users.

Assist in development and maintenance for County website for various county departments.

Follow all safety rules and procedures established for work area. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position. However, position may be involved in the training of new personnel in the use of the GIS software.

SUPERVISION RECEIVED: Works under the close supervision of the GIS Project Manager who assigns and reviews work for conformance with established policies and procedures.

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: Equivalent to high school graduation plus additional broad specialized training in a related field. Two years of current work experience using ArcGIS or similar software. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of basic Geographic Information Systems principals. Familiarity and skill with the use of CAD and GIS software such as AutoCad and ArcGIS. Working knowledge of computers, printers and plotters. Familiarity with general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to work from written and oral instructions and to carry out assigned tasks independently. Ability to work both independently and as a team member. Ability to maintain harmonious and effective working relationships with fellow employees, supervisors, other departments or agencies and the general public.

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.

Minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***