

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does Not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment.

Date: 11/08/2018 **Department:** GIS (4998)
Title: GIS Technician II (1120) **Reports To:** GIS Manager
Pay Grade/Salary Range: PG-111 \$38,640.23 - **Closing Date:** Until Filled
\$59,892.36

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A highly skilled technical position providing GIS data quality control, including reviewing data for completeness and accuracy; identifying and correcting errors or omissions in the data, coordination and assignment of addresses and county wide Geographic Information Systems (GIS) support to the Board and Constitutional offices within Highlands County and administration and support for Cartograph OMS.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Perform GIS data quality control, including reviewing data for completeness and accuracy; identifying and correcting errors or omissions in the data.
- Provides data editing and maintenance of GIS versioned spatial databases for all Constitutional offices.
- Support site addressing processes including readdressing, notification, public contact, etc.
- Publish and maintain map/feature services to ArcGIS Online
- Create web maps and applications using ArcGIS Online
- Conducts research for mapping, including field work, to resolve conflicting information and verify address issues for data accuracy purposes.
- Create GIS analysis, maps, and reports.
- Creates new feature classes for incorporation into the GIS database by reviewing County and other database sources.
- Create web applications using ArcGIS Online.
- Assist County GIS users with technical issues.
- Liaison with GIS professionals/agencies.
- Provide mapping support for EOC during Emergency events.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, ABILITIES & SKILLS:

- Knowledge of both GIS and Computer-Assisted Mass Appraisal (CAMA), the Local Government Information Model (LGIM), the geographical area of Highlands County, relational and spatial database environments, versioned geodatabases, topology, metadata, map publishing services, and the transportation network and emergency services available in all cities, towns and unincorporated areas, recorded and unrecorded plats.
- Knowledge of ArcGIS Online.
- Knowledge of Cartograph.
- Ability to effectively communicate orally and in writing, and read and understand County maps.
- Skilled in the interpretation of County maps, ordinances and other related data utilized by the Highlands County Board of County Commissioners.
- Skilled in the operation of a centralized computer system.
- Skill and familiarity with the use of large production scanners and plotters and common office machinery.
- Skilled in customer service interaction.
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.

PHYSICAL SKILLS:

The individual in this position must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors and co-workers. Must be able to exchange accurate information in these situations. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on high and low shelves or the floor.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Associates degree in GIS, Geography, Computer Science, or related technical training; Two (2) years' experience in GIS / Information Technology implementation.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS : Must possess a valid Florida Driver's License while employed.

3. OTHER JOB-RELATED REQUIREMENTS: Disaster Essential.