

GIS Specialist I

Position Description

**Status**

Full-Time, Nonexempt

Compensation

B22

Bargaining Unit

GELC – General Unit

Reports to

Information Technology Manager

Supervises

None

Position Category

Specialist

Summary

Under the direct supervision of the Information Technology Manager, works to integrate GIS into county and other business processes; enhances GIS functionality through programming; and analyzes GIS data to aid decision making. Manages and 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. Identifies county business processes with a geographical context that would benefit from integration with the county's Geographic Information System (GIS). Works with other county departments to take advantage of the Allegan County Geographic Framework (ACGF) and related geospatial data in the county's GIS.
2. Programs GIS applications, interfaces, and tools to maximize the utility of GIS among end-users. Automates repetitive tasks and functions and analyses through programming.
3. Programs internal routines to facilitate the creation, maintenance, quality assurance, and overall management of the county's GIS data.
4. 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.
5. Uses analytic skills and GIS tools to conduct complex spatial and statistical analysis on GIS data to support the decision making needs of other departments, local units of government, and the private sector.
6. Manages and supports geo-spatial research, analysis, and mapping projects as needed. This may include activities such as evaluating geographic data management policies and processes;

performing site selection studies using geographic criteria; statistically analyzing spatial distributions to look for patterns of events; conducts site-specific investigations, helps produce the county parcel atlas and road map.

7. Supports the addition of geospatial data elements to the county website.
8. Conducts field work to collect geospatial data through the use of GPS and/or on-site digitizing.
9. Provides training to users of geospatial data and GIS software in other county departments and local units of government of the county's GIS program.
10. Produces maps, reports, address labels, Acrobat, PDF, and other digital and hard-copy products to satisfy GIS related information and data requests from other departments, levels of government, the private sector, and the general public using plotters, printers, scanners, , and the internet. Assesses 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 handling of geospatial data, statistical analysis and/or computer science.
2. Two (2) 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 _____