POSITION DESCRIPTION

Geographic Information Systems Specialist

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 02-03 the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

02-03 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST

General Description of Responsibilities:

Under the general direction of the Information Systems Manager, provides a range of professional and administrative work in the development, implementation, maintenance, management and operation of a computerized geographic information system (GIS) for the County government. Problems encountered are routine to highly complex in nature. Work is performed with wide latitude for the exercise of independent judgment and action.

Examples of Work:

1. Prepares cost estimates, time schedules and workflow charts.

2. Writes and review specifications of GIS development, implementation and maintenance, including procurement of equipment, software and services in accordance with County policies.

3. Works with other County agencies and departments to determine their mapping needs and to develop applications and processes to meet those needs.

4. May lead and direct the GIS planning and design activities of a cross-functional team composed of staff from various County departments, offices and agencies.

5. Writes organization-wide procedures for GIS operation and maintenance and monitors and ensures compliance with established policies and procedures.

6. Coordinates use of the GIS database and equipment with the public, consultant engineers and other County agencies and employees.

7. Develops and delivers to County personnel and other users both formal and informal training related to GIS applications and utilization.

8. Identifies, analyzes and resolves technical and administrative problems/concerns related to GIS.

9. Serves as the County's GIS liaison to vendors, consultants and other localities.

10. Devises and coordinates a regular and systematic update plan for GIS equipment, software and databases.

11. Implements standardization of mapping and ensures accuracy of aerial photography and monumentation.

12. Prioritizes and coordinates GIS utilization and application requests for services and establishes a timeframe for development and implementation.

13. Coordinates GIS implementation/applications with other localities and governmental agencies, ensuring uniform data exchange formats.

14. Controls and oversees GIS supplies inventory, ensuring that needed resources are always available.

15. Provide such transitional training on GIS operations and maintenance as required for the eventual discontinuation of existing, obsolete or redundant systems.

16. Provide other services as may be directed by the Information Systems Manager.

Job Titles of Employees Directly Supervised:

N/A

Qualifications:

Education and Experience:

Education equivalent to an Associate's degree in geography, cartography, earth sciences, information systems, or a related field, with a concentration in GIS studies, and two to three years of demonstrated progressively responsible experience in cartography or geographic information systems work; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Demonstrated knowledge of geographic information systems, processes and techniques; knowledge of GIS concepts, theory and practices; extensive knowledge of computers and other related GIS automated tools, systems, software and applications; ability to establish and maintain effective working relationships with co-workers, other County agencies, other localities, the public, and outside vendors and their representatives; ability to work independently with minimal instruction and direction; ability to maintain accurate records, good organizational and planning skills.

Pre-Employment Skills Testing Requirements:

Skills and knowledge testing may be required by the County Department of Information Systems. Testing may consist of oral, written and/or computer use applications to determine level of knowledge and understanding of hardware and software systems in current use, including web page technology.

Position Description First Approved and Adopted:	2004		
Latest Revision:			
Position Class:	Supervisor/Specialist	**Status:**	Permanent/full-time
FLSA Status	Non-exempt	**Initial Starting Salary Range:** $34,000 - $37,500	