

UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: GIS SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop and maintain geographic information database to produce maps to support county functions including zoning, planning, land records, emergency management, development and other matters.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops database for County departments, such as tax assessment and emergency management; updates parcels and address information on computer records; maintains data documentation; monitors data collection or collects data; verifies data through field inspections and records research.

Analyzes complex geographic data; conducts analysis of datasets and databases; produces digital statistics; collects data for projects using global position system (GPS), imagery, or other methods; verifies and updates information; identifies relevant available data sources; installs survey control points at designated locations; conducts research of maps, legal/court records, computer databases, Internet sites, hardcopy materials, or other sources as needed.

Creates digital and hardcopy maps; creates maps for various county functions such as planning, zoning, emergency communications, emergency management, addressing, community development and other matters; creates maps of county characteristics for the public.

Maintains and researches spatial data for county features such as roads, bodies of water, geology/soils, topography, political units, agricultural land, tax parcels, voting districts, school districts, survey markers, bridges, buildings and other characteristics; provides technical advice regarding spatial data.

Provides information and technical assistance and support; provides information regarding mapping issues or related issues; provides technical support to system users; instructs staff members on use of GIS software and other software applications; answers questions and makes presentations.

Maintains audio/visual equipment in training center; sets up equipment; troubleshoots problems and assists with equipment as needed.

Prepares or completes various forms, reports, correspondence, maps, data analysis, geo-databases, work orders, or other documents.

Receives various forms, reports, correspondence, deeds, plats, land records, aerial photographs, orthophotographs, data requests, easement notices, map amendments, zoning district maps, other maps, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends training, workshops, and seminars.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Answers office telephone, takes and relays messages, provides information to callers or refers to appropriate person or agency.

Cleans office.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Geography, Cartography, Geographic Information Systems or related field; supplemented by three (3) year(s) of experience in geographic information systems or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, traffic hazards, animal/wildlife attacks, or animal bites.

Union County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.