

## **GIS SPECIALIST**

### **DUTIES AND FEATURES OF THE CLASS:**

Performs responsible, technical processing, analysis and conversion of geographic information to digital data. Prepares special map products and distributes geographic data to customers. Provides direct interface with internal customers and with the public regarding land-related issues including access to permitting, real estate assessments and zoning information.

### **EXAMPLES OF WORK:**

Provides designated geographic information to requesting agencies, general public, interested parties; Provides information in support of Countywide Land Information System by responding to telephone, fax, and walk-in inquiries and requests; Prepares, revises, and maintains a wide variety of computer-generated maps and cartographic products; Performs research and data collection of information such as land records and deeds, plans, maps, drawings, and survey data; Prepares maps for County staff, the general public, and the business community; Assists in maintaining the County's geographic information system, including equipment, files, and supplies; Creates, edits and manipulates computerized maps and data files to support the County's mapping and geographic information programs; Provides technical support and assistance to internal and external system users in the areas of GIS mapping, GIS software, and data usage; Records and reports all monetary transactions associated with the sale of digital data and map products; May conduct field investigations to confirm data and obtain additional information necessary to compile, draft and edit maps.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

General knowledge of the methods and techniques of automated drafting, mapping, and graphic representation; general knowledge of the methods and techniques of map research, compilation; drafting, editing, and reproduction; general knowledge of computers and computerized databases and data fields; ability to prepare and maintain computer-generated maps and cartographic products; ability to utilize products within the ArcGIS family of GIS products, including ArcGIS and ArcGIS system modules; ability to conduct research and field work pertaining to mapping and geographic information projects; ability to organize materials, to maintain automated maps and other data accurately and systematically, and to retrieve and use information; ability to work effectively with co-workers; ability to communicate effectively both orally and in writing.

**QUALIFICATIONS:**

Minimum Associate's degree in earth science discipline (e.g., geography, cartography, geology, surveying, or civil engineering); 1-2 years experience in automated mapping, geographic information systems, cartography, geography, planning, civil engineering, surveying or computer-aided design and drafting. Experience using ArcGIS suite; Customer Service experience; and Cartographic product creation; Ability to read plans and plats is preferred.

**ADDITIONAL REQUIREMENTS:**

- Direct Deposit Required
- 35 hour work week (Monday thru Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

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Revised 11/2011