

**Idaho County
JOB DESCRIPTION**

Job Title:	GIS Information System Coordinator
Department:	Idaho County Mapping Department
Reports To:	Idaho County Assessor
Employment Duration	Permanent Full Time
Benefits	Full County Benefits
Salary/Hours	\$26.00 to \$30.00 per hr. DOE / 37 ½ Hours per wk.

SUMMARY: The GIS/ Mapping Technician assists in the maintenance, creation, and planning of the Idaho County Geographic Information System and Emergency Communication Network. The successful candidate must be a reliable, highly computer literate, a detail-oriented self starter, able to work independently with minimal supervision and willing to work with other departments, agencies and the public. This position also requires the ability to multi-task, have excellent verbal and written communication skills as well as a desire to promote and expand our Emergency Communication/Mapping systems and GIS operations. This is a full-time position and requires a Law Enforcement background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following, other duties may be assigned.

GIS/ Information System Coordinator Duties:

- Operate computer workstation to update and print maps using GIS software.
- Update property ownership and create requested property maps
- Creates, maintains and updates Address, Police databases and GIS layers.
- Informs Postal Service and public of physical addresses as they are created.
- Provides address verifications
- Attends public meetings and provides information on Emergency Communication.
- Maintain Enhanced 911 database and update emergency responder boundaries
- Improves operations and processes to work cooperatively and collaboratively with other departments, agencies, and the public.
- Exchange/Display GIS information over multiple computer networks and FTP sites dealing with multiple projections and formats.
- Acquire, enter, integrate and analyze geo-spatial information/data using GIS software in a customer/cooperator driven needs environment.
- Other duties as may be required/assigned.

General Duties:

- Performs GIS and Dispatch database entry updates.
- Edits data and prepares information for merging into mailing list for public correspondence.
- Effective interaction with public for data requests.
- Coordinate information between County Offices.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience using GIS Software: Intergraph GeoMedia, ArcGIS or ESRI products (Preferred)
- Fundamental knowledge of GIS applications and geographic projections.
- Working knowledge of Microsoft Office Products (Word, Excel, Access) and or working knowledge in Computer Aided Dispatch Software (Spillman preferred).
- Excellent oral, written and typing skills.
- Ability to work in a team environment
- Ability to develop and maintain cooperative working relationships in an interdisciplinary environment (State/Federal Agencies, County Dept. Users, Cities, Public)

EDUCATION and/or EXPERIENCE:

- Associate's Degree in Geography, Cartography, GIS Sciences, Natural Resources, Computer Science, Planning, Environmental Science or a related field.

OR

- GIS Certificate with at least one-year experience is also acceptable. (ESRI preferred).
- Familiarity with geographic principles, data management, research methodologies and computer-based technical issues.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to convert English and Metric units.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

GIS Certification is desired, but not required. Must be able to pass a Law Enforcement background check.

Please submit a completed Application for Employment, available at www.idahocounty.org, along with a resume to: Kim Nuxoll, Assessor, 320 West Main Street Rm. 5, Grangeville, ID 83530