

WINNEBAGO COUNTY JOB DESCRIPTION

NON-BARGAINING
UNIT

STEP AND GRADE:
10

EFFECTIVE DATE:
OCTOBER 2009

JOB TITLE: GEOGRAPHIC INFORMATION SYSTEMS (GIS) & ZONING SPECIALIST

SUMMARY OF RESPONSIBILITIES:

Under direction of the Regional Planning and Development Office, the GIS Specialist will be responsible for GIS updates for the County's features including addressing, zoning, open space and bicycle trails, thematic mapping, data collection and data input, database management and spatial analysis.

ILLUSTRATIVE EXAMPLES OF WORK

1. Serve as the primary contact person regarding map requests from the public, professionals and County employees.
2. Provide timely and accurate customer service for map requests using ESRI ArcGIS.
3. Assign addresses for new developments and subdivisions in the County.
4. Assist with the management of planning related databases, projects, and GIS training for department staff.
5. Provide departmental GIS support and evaluation on a variety of planning related issues; including land use planning, transportation, code amendments, and other projects.
6. Assist with the coordination of GIS activities with the department and represent concerns to other County departments and consulting agencies.
7. Assist with the planning, development and management of various grants and special projects.
8. Assist the Zoning Department with processing application and handling customer inquiries at the counter, over the phone or by email.
9. Evaluate Tentative Plats for conformance with County mapping standards and practices.
10. Performs other related duties as assigned or required.

EDUCATION AND EXPERIENCE

Requires a four-year degree in GIS, Civil Engineering, Planning, Computer Science or other related field; a minimum of three (3) years experience; or equivalent combination of experience and education.
Must be proficient in ESRI software, including ArcView and Arc Editor.
Must have a thorough knowledge of mapping concepts; including projections, topology, relational databases and cartographic production.
Knowledge of the principles of community and urban planning is preferred.

ABILITIES

Must be detail oriented.
Must have a demonstrated ability to learn new technologies.
Ability to work effectively in a team setting.
Ability to effectively communicate in written and oral form.
Ability to travel for work purposes as required.