

Sevier County

Job Description



Title: GIS Administrator	Department: GIS/County Road
Grade: 21	FLSA Status: Exempt
Job Code: 170	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **administrative, supervisory and complex technical duties** related to planning, organizing, maintaining and coordinating the development or creation of digitized maps through a geographic information system (GIS) using ArcINFO, ArcGIS or related ESRI computer program application(s).

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides general supervision to GPS/GIS Technicians and GIS/Road Administrative Assistant.

ESSENTIAL FUNCTIONS

GIS Functions:

Administrative:

- Manages the day-to-day development of the GIS Office and expand GPS capability and projects;
- Performs administrative duties of the office related to the planning and organizing of GIS projects and operations;
- When assigned, participates in project management or directs countywide special projects i.e. flooding, OHV etc.;
- Manages troubleshooting demands, negotiates contracts, establishes project deadlines and billing guidelines;
- Works with the State Attorney's office to coordinate and present data for RS2477 litigation;
- Provides general training or information to local entities relating to GIS processes, methods, values and output information;
- Acts as the County's primary point-of-contact for GIS related issues;
- Operates and trains personnel in GPS'ing using the Trimble GPS unit, utilizing Pathfinder software to translate to GIS format;
- Assist in creating contracts, agreements, easements for county legal review and commission approval;
- Coordinate between Sevier County, County Municipalities and surrounding Counties using GIS to facilitate interagency projects and services.

Database:

- Coordinates and participates in the development, maintenance and management of GEO and GIS databases, posting changes, verifying and reconciling various Geodatabase version, etc.;
- Oversees activity and process for updating county-wide spatial data;
- Using GPS technology, may participate in county GPS efforts to make changes and assure accuracy of GIS data and documents;
- Ensures linked elements of the database retain proper integrity and accuracy;
- Maintains a descriptive inventory of GIS data;
- Prepares graphic information and associated tabular data for automation;
- Gathers and analyzes GIS data to evaluate potential State Wilderness project issues;
- Assist and manage RS 2477 documentation program to facilitate the State litigation process;
- Performs GIS system and file backup dealing with county/city systems such as water, streets, county roads, weed/mosquito infestations, etc.;
- Performs processing and downloading of Trimble GPS data for updating and integrating in County mapping;
- Utilizing external software and programs to update County data as it relates to the Census, MSAG, Voting, and 911 Addressing.

Mapping:

- Design, engineer, prepare, and maintain maps for use by county, inter-agency, general public and county employees use;
- Facilitates the computerized mapping of various geographic ground control points and the linking of various GIS components and mapping layers and assures compliance with technological standards;
- Reproduces maps, graphics and data base reports from GIS system and related software;
- Utilizes various mapping and cartography skills to finalize computerized cartographic hard copy maps;
- Writes system criteria and demographics to be included in map content;
- Engages in various project processes involving metadata, spatial analysis, GPS information gathering, data conversions, Geoprocessing, Geocoding, Managing ArcIMS, Managing ArcServer, etc.;
- Coordinates with municipalities, OHV committee, UDOT, County Attorney and County Commission in preparation of, project maps, and/or ordinances;
- Digitizes historical flood data for County emergency personnel use and prepares flooding cost analysis for FEMA and mapping;

- Researches and prepares cartographic products and reports;
- Researches records of plats and property descriptions to determine property location, boundaries and size, and history;
- Coordinates with Recorders office to resolve issues related to property descriptions;
- Utilizing GPS equipment to pinpoint coordinates and measurements for various county parcels, water, culverts, bridges, land ownership, municipal data, signing data, roads, structures, vegetation, etc.;
- Engages in various project processes involving metadata, spatial analysis, GPS information gathering, data conversions, Geoprocessing, Geocoding, Managing ArcIMS, Managing ArcServer, etc.;
- Maps and plots locations of lines, valves, lift stations, etc. as installed;
- Integrates or augments GPS'd data using Pathfinder software to ESRI GIS mapping data;
- Maintain inventory, classification and identification of all road in County.

Road Department Support:

- Performs routine administrative duties and produces documents and correspondence;
- Provide assistance to the general public by addressing all incoming calls or walk ins to the appropriate party for resolution;
- Respond to inquiries from employees, vendors, suppliers and other departments regarding projects, schedules, programs, policies, procedures, etc.;
- Performs daily computer input daily work sheets for cost analysis, budgeting, emergency projects etc.;
- Coordinates road project administrative processes such as reviewing and creating interagency contracts or agreements, acquiring or creating ROW and easements, deeds, agreements for recordation while working with the County Attorney for submittal to the County Commission for final approval;

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from college with a bachelor's degree in geography, cartography, computer science or related field, plus four (4) years performing the above related duties, two (2) year of which must be in a lead or supervisory capacity.

*An equivalent combination of education and experience may be considered.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of

- ESRI related programs;
- Complex math;
- Technical tools and equipment and cartography;
- Mapping scales and their most appropriate use;
- Computerized mapping software and methods (ARCVIEW, ARC/INFO, Windows, etc.);
- Various geographic databases, including State of Utah, USGS digital line graphics, surveying practices including GPS point retrieval, State Plane Coordinate Systems, GLO map interpretation and Area Reference Plan (ARP) interpretation;
- Quality assurance and control methods;
- County geography;
- Legal documents and terminology;
- Functions of the office of County Recorder and County Assessor.

Working knowledge of

- Inter-relationships of various federal, state and local agencies which impact upon mapping activities of the county.

Some knowledge of

- Principles and practices of supervision and employee motivation.

Skill in

- Interpersonal communications and cooperative problem solving;
- The use of various software applications including, ESRI applications, Arcview GIS, ArcInfo, ArcTools, Building Geodatabases, ArcMap, Excel, Census Software, etc.;
- Motorized vehicles and operation of GPS equipment.

Ability

- To perform complex computer mapping and mapping evaluation;
- Read and understand legal documents and computer printouts;
- Recognize and solve problems related to hardware and software applications;
- Communicate technical information effectively, verbally and in writing;
- Perform mechanical duties related to installations of PC's, printers, hardware and related items;
- Operate calculators and standard office equipment;
- Work independently;
- Occasional lifting generally not to exceed 25 pounds;
- Develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs in a typical office setting with appropriate climate controls.
- Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing.
- Rapid work speed required to perform keyboard operations.
- Common eye, hand, finger, leg and foot dexterity exist.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)