



Winnebago County

The Wave of the Future

JOB POSTING

<u>POSITION TITLE:</u>	GIS Specialist I
<u>LOCATION:</u>	Planning/Zoning/GIS
<u>HIRING RANGE:</u>	\$61,864-\$68,738/Yr.
<u>STATUS:</u>	Full time
<u>HOURS PER WEEK:</u>	40
<u>WORK HOURS:</u>	8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *February 2024*

<u>POSITION TITLE:</u>	GIS Specialist I
<u>DEPARTMENT:</u>	Planning and Zoning
<u>PAY BASIS:</u>	Salaried

PURPOSE AND SUMMARY:

Performs GIS professional duties in support of County and departmental databases and geographic information systems applications in an effort to facilitate the decisions and projects of county personnel and to disseminate GIS information for use by public and private entities.

ESSENTIAL FUNCTIONS:

1. Maintains and updates geospatial databases; extracts, cleans, adjusts and converts data and information from non-GIS systems into GIS formats; converts addresses into GIS formats using geocoding routines.
2. Following established procedures, enters parameters and generates standard GIS products including maps, geospatial data, graphics, tables and reports; generates custom maps, web maps and applications of routine to moderate difficulty to meet specific customer requirements; researches and responds to customer requests for information.

3. Researches and corrects problems with data using spatial and logical analyses; researches and verifies legal descriptions and boundaries; uses scripts, queries and other tools to obtain or correct missing or incorrect spatial and attribute data.

ADDITIONAL ESSENTIAL DUTIES:

1. Operates GIS-specific hardware including large format plotters and scanner.
2. Performs standard spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.
3. Participates in developing and implementing queries, scripts and instructions of moderate difficulty.
4. Assists in the design, development, testing and implementation of GIS applications of routine to moderate difficulty to meet customer needs and enterprise requirements.
5. Provides assistance to internal and external customers with GIS related processes, questions and services.
6. Manages metadata for features within the GIS databases.
7. Works cooperatively with other Winnebago County departments, and other agencies and units of government, in support of related projects, and programs.
8. Maintains and orders supplies for equipment and projects.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to GIS Administrator.
2. Works with County staff, other agencies, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree or higher, preferably in geographic information systems, GIScience, geography, or a closely related field that required equivalent coursework in geographic information systems.
2. An Associate's degree in geographic information systems, GIScience, geography or a field requiring at least 18 units of equivalent coursework in geographic information systems and five (5) years of experience performing technical duties in support of geographic information systems using standard GIS tools to populate and manipulate GIS databases and generate GIS products will be considered in lieu of a bachelor's degree.
3. Minimum of two year of related experience in GIS applications and technology preferred.
4. Minimum of two year of practical application of Environmental Systems Research Institute, Inc. (ESRI) enterprise software preferred.
5. A valid Wisconsin Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
6. Ability to meet and maintain Criminal Justice Information Services (CJIS) security clearance requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of enterprise GIS database management systems.
2. Ability to conduct advanced GIS editing, modeling, and analysis using a variety of techniques and tools.
3. Ability to apply established GIS technology principles, methods, procedures and tools to the completion of well defined, moderately difficult GIS functions and projects.
4. Strong written and verbal communication skills including listening skills.

5. Computer skills including facility with Microsoft Office applications and ability to learn and use proprietary or open-source GIS software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, GPS/GNSS receivers, mobile devices, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.