

## **ADAMS COUNTY GIS TECHNICIAN**

### **DESCRIPTION OF WORK**

Under the supervision of the IT Coordinator, maintains GIS databases, maintains cadastral, plat, soil, land and deeds records in a GIS computer system.

### **EQUIPMENT/JOB LOCATION**

Proficiency in the use and operation of equipment including but not limited to the following:

- \*Personal computer
- \*Word Processing software
- \*Spreadsheets
- \*Database software
- \*ESRI software
- \*Printers
- \*Plotters
- \*Telephone
- \*Other computer applications as necessary

### **ESSENTIAL FUNCTIONS OF THE JOB**

- \*Develops and maintains GIS related databases; computer input responsibilities include maintaining land record base maps to include additional information when it becomes available.
- \*Extracts digital information from the GIS that can be converted to hard copy plans and maps.
- \*Maintains GIS and computer records regarding land parcels, subdivisions, land development and land use.
- \*Converts legal descriptions to a Geographical Information System.
- \*Updates and redraws maps. Prepares maps, charts, and other GIS projects in various county departments.
- \*Prepares maps for County departments as requested.
- \*With supervisor participates in GIS functional needs of other departments, and GIS related consultant service contracts with the County.
- \*Maintains a variety of records relating to GIS operations including problem documentation and actions taken. Maintains reports and required records.
- \*Research records, maps, and other data to obtain typical County GIS data such as location of bridges, roads, etc. and zoning district designations or special property assessments; assists public in research of county plat/cadastral information.
- \*Assists in the preparation of water, storm drainage, and county road maps, databases, and comprehensive plans.
- \*May assist in the maintenance of county engineering and infrastructure records.
- \*Performs a variety of office related functions, including preparing maps, presentation materials, printing materials, answering phones, and responding to inquiries from contractors, developers, property owners, staff, and the public.
- \*Uses GIS equipment and ESRI software.
- \*Performs related work and all other duties as may be assigned.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- \*May serve as a member of various employee committees.
- \*IT related functions such as maintaining backups, trouble shooting, support, help-desk, etc.

### **REQUIRED KNOWLEDGE AND ABILITIES**

This position requires the knowledge, skill, or ability to obtain same in the following areas:

- \*Some knowledge of routine County practices and methods as applicable to a local government environment; some knowledge of applicable County policies, statutes, and regulations affecting departmental activities; some knowledge of modern office practices, procedures, and equipment; knowledge of ESRI GIS systems; and knowledge of using public land survey system.
- \*Ability to prepare, organize and maintain county land records, appraisal data, deeds information, reports, etc. as related to GIS; ability to effectively communicate technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, County departmental

representatives, County officials and the general public; ability to check cadastral maps, drawings and interpret them to others; ability to maintain effective working relationships with fellow employees and the public; ability to research courthouse records, ability to plot boundary maps and knowledge and understanding of county land legal descriptions.

**QUALIFICATIONS**

Preferably a bachelor’s degree in geography, cartography or related field or any equivalent combination of training and experience with ESRI products.

**SPECIAL REQUIREMENTS**

\*This position requires a 35-hour work week and up to 40 hours per week at certain times of year based on need. Wages are negotiable and determined at an hourly rate. Retirement benefits and Medical Insurance included.

\*Possession of a valid driver's license is required .

Interested candidates should email cover letter/resume and the "Application for Adams County Employment" from [www.adamscounty.org/employment](http://www.adamscounty.org/employment) to [rkucera@adamscounty.org](mailto:rkucera@adamscounty.org) by Oct 1st, 2021.

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