GIS Administrator

Please look at what you can expect to earn as a **GIS Administrator** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to $2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
    - Vested in just five (5) years.
    - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of $66,518 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.

JOB TITLE:	GIS Administrator	GRADE	14
DEPARTMENT:	Information Systems	FLSA STATUS:	Exempt
REPORTS TO:	GIS Manager		

GENERAL DEFINITION OF WORK:

Under the general guidance of the GIS Manager, perform complex and highly technical work developing, administering, diagnosing, coordinating, monitoring, and resolving problems in Washington County's GIS spatial databases and application systems and is responsible for establishing and enforcing policies and procedures related to these systems.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Recommend and assist in the implementation of goals and objectives; establish schedules, standards and methods for the overall management and administration of GIS databases and application systems.
2. Provide overall day-to-day management of the GIS databases and application systems; assist in troubleshooting any software and/or hardware related deficiencies that potentially hinder the performance and production of these systems; and make recommendations and resolve issues as necessary.
3. Provide project management, application and data standards, technical direction, coordination, and quality control for the GIS databases and application systems; identify, initiate, and coordinate the correction of data deficiencies; create, coordinate, and implement data management plans and models.
4. Establish and enforce data security, integrity controls and database system back up procedures; oversee data archiving and data backup; initiate and coordinate system maintenance and security; manage data dictionaries and database support tools; perform database loading, testing, validation, redesign and restructuring activities as needed.
5. Consult with departments to coordinate system maintenance (update and fix) activities and assist with operational problems; analyze cause of problems and take corrective action.
6. Write and maintain production, distribution, training, support policies and procedures, and other administrative application and data documentation.
7. Develop and maintain a variety of standard and custom applications to support data development, manipulation, querying, analyses, viewing, map productions, and report development for internal and external customers.
8. Assist in providing production-specific direction, specialized training, work assignments, and quality control of interns, temporary, and/or other contracted/assigned personnel working in the County's GIS databases or application systems.
9. Maintain contact with vendors to obtain technical information on product upgrades, modifications and problem resolution.
10. Assist in preparing technical specifications for bids and purchases.
11. Maintain technical knowledge/proficiency by attending/participating in appropriate educational classes, training and seminars.
12. Perform related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of database management systems, programming languages and available software packages; thorough knowledge of principles of computer systems, procedures analysis and design; ability to analyze, design, program, install, maintain and develop highly technical and complex programs with the capability of developing logical solutions to programming problems; ability to forecast anticipated growth of the database systems and identify necessary expansion; ability to establish and recommend policies and procedures related to database and applications system operations; ability to effectively manage projects, including maintenance of schedules and timetables, and preparation of reports on project status; ability to

train or instruct on-line users in the use of computer equipment and operating procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

1. Bachelors' Degree (BA/BS) from an accredited college or university in Geographic Information Systems, Computer Science or Information Technology.
2. Seven (7) years' experience in database administration and operations including significant exposure to data development, database design, security administration, user support, and web technology.
3. Five (5) years' experience with ESRI (ArcIMS, ArcGIS, ArcObjects, and ArcSDE), web technology (CSS, HTML, DHTML, and JavaScript), Microsoft SQL server, and SQL administrative systems.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Human Resources: 11/11, 01/19; 12/24

Easy Ways to Apply:

Visit our website at https://www.washco-md.net/jobs/

or

Complete and email an Application to hrservice@washco-md.net

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying
or
Apply Online: https://www.washco-md.net/internal-jobs .

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Thursday, December 19, 2024 at 4:00pm