GIS Technician

Please look at what you can expect to earn as a **GIS Technician d**uring 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 $52,686 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 Technician	**GRADE:**	10
DEPARTMENT:	Planning and Zoning	**FLSA STATUS:**	Non-Exempt
REPORTS TO:	GIS Coordinator		

GENERAL DEFINITION OF WORK:

Performs responsible technical work verifying and assigning addresses and road names, creating/updating/maintaining digital data layers and associated database records and performing analyses within the GIS environment. Direction is provided by the GIS Coordinator.

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. Assists the public in verifying addresses and reviews address and road name data on building permits, site plans and subdivision plats.
2. Reviews aerial photographs and other source data to determine building locations for addressing purposes.
3. Performs field assessments to determine accuracy of addresses and road names.
4. Verifies and/or assigns addresses and road names in accordance with the Addressing Ordinance for the County and provides any required written correspondence.
5. Maintains the County-wide addressing and road centerline layers for use within the E-911 CAD system to County and NENA data standards.
6. Creates and compiles data, reports and maps for all protected lands data layers.
7. Creates and compiles data and maps for the County's Program Open Space projects.
8. Assists in the maintenance of the County's vector parcel layer including incorporation of historic records such as deed plots and current Digital Data Submissions of CAD data required by the Subdivision Ordinance.
9. Identifies and completes data reconciliation between the vector parcel dataset and other GIS layers to ensure consistency.
10. Creates maps for department staff reports and public meetings.
11. Provides department staff with mailing lists using table data and mail merge processes.
12. Creates/updates/maintains metadata for various GIS layers produced by the department.
13. Conducts plat and deed research, when necessary and performs related tasks as required.
14. Creates/updates/maintains web applications for internal and public data consumption.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of cartographic principles and map-making techniques, both manual and digital; Some knowledge of State and local codes governing land development, transfer of real property, and rights of ownership and utilization; Some knowledge of basic programming languages including Python, SQL and Arcade; Some experience in operating GIS Software and hardware, including plotters and GPS devices; Strong analytical and problem solving skills to interpret spatial data and create detailed maps; Ability to comprehend and implement technical specifications for GIS projects and cartographic products; Ability to communicate ideas effectively both orally and in writing; Ability to establish and maintain effective working relationships with associates, government officials and the general public.

EDUCATION AND EXPERIENCE:

An associate degree or bachelor's degree in cartography, geography, geographic information systems, planning or related field and experience in the use of geographic information systems; a GIS Certificate is preferred; Experience with ESRI ArcGIS Pro GIS Software and ArcGIS Online is preferred.

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 the essential tasks.

Revised: 7/2016; 1/2019; 1/2025

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 .

<u>DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:</u>

Friday, January 24, 2024 4:00 pm