

Position Opening

GIS Lead Technician

Planning and Zoning Department

Salary Range: \$35,000 - \$37,000

Position overview:

Provide technical support and partner with Planning and Zoning, the County Commissioners and Surveyor's department to lead and implement county-wide GIS technology, database, user support, and GIS-related services to the citizens of Dearborn County.

Specific Responsibilities:

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

- Serve as lead internal GIS technician and resource for accessing, maintaining, and reporting data within the GIS system. Serve in an educational and training capacity.
- Create and maintain list of all GIS layers, software programs, licensing information and project priorities.
- Communicates with elected officials, local governments, GIS users and department heads providing support and defining GIS functions.
- Assist with annual GIS budgeting.
- Take a lead role in coordinating efforts to ensure data integrity, quality of information.
- Create, customize and produce maps and reports from the GIS system to assist multiple data users. Train users to become self-sufficient in the GIS system.
- Work with vendors for aerial and pictometry to enhance the quality of GIS data and services within the system.
- Serve as a resource to economic development, municipalities, utilities and all internal departments while continuing to prioritize and keeping focus on data integrity and core foundational elements.
- Research and ensure appropriate contracts, agreements and project coordination is in place with neighboring counties, the State of Indiana and various software vendors.
- Provide mapping and data support to the Planning and Zoning department in the development of the comprehensive plan.
- Provide accessibility to the public and other users by phone and e-mail.
- Coordinate GIS user access; including terminating and providing access as appropriate.

Qualifications

- Associate degree in Geography, Surveying, Planning, Information Technology, Computer Science or related field required. For future advancement and growth, a Baccalaureate Degree and/or GIS professional coursework/certification is desirable for this position but not required. A combination of education and experience will be acceptable at the discretion of the supervisor.
- Three or more years of relevant professional experience with working knowledge and ability to utilize /interpret AutoCad, ArcView, ArcMap, topographical maps, surveying and real estate property terminology.
- Strong proven professional communicational skills to include presentations and public speaking.
- Ability to operate a variety of additional office equipment such as a plotter, scanner, GIS equipment and related computer software.

Skills/Competencies:

- Knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work. Ability to maintain confidentiality of department information/records according to these state requirements.
- Ability to compile, analyze and evaluate data, make determinations and present findings in oral and written form.
- Ability to multi-task and perform work under time constraints. Must be able to work with limited supervision and discern when it is appropriate to escalate issues/concerns to supervisors for timely resolution and maintain confidentiality as appropriate.
- Ability to comply with all employer/department personnel policies and work rules, including attendance, safety, drug-free workplace, and personal conduct.
- Ability to meet all hiring requirements including the passing of physical exam, drug screen and exhibit a safe driving record.

Applications must be submitted no later than Wednesday, May 20, 2015 to Suellen Cauble, Human Resources Director via email to scauble@dearborncounty.in.gov or fax (812) 537-5534 or mail to 215B West High Street, Lawrenceburg, IN 47025. Any questions pertaining to this position can be directed to Mark McCormack at mmccormack@dearborncounty.in.gov or by calling (812) 537-8821.