



SIOUX COUNTY POSITION DESCRIPTION

TITLE:	Geographic Information Systems Technician
DEPARTMENT:	Information Technology
REPORTS TO:	Information Technology Director
SALARY RANGE:	\$36,000 - \$46,000

Job Summary:

The purpose of this position is to develop and maintain GIS for all departments and to build, maintain and continuously improve the Sioux County Geographic Information System. Primary responsibility will include maintenance of the digital cadastral database, editing existing parcels, mapping new subdivisions and surveys, providing map production and creation of reports, maintaining spatial datasets and databases. Perform other duties as directed by the IT Director.

Essential Duties and Responsibilities

1. Create, edit and maintain GIS feature datasets, non-cadastral features and tabular GIS data for features.
2. Manage the geometry of GIS features using accepted coordinate geometry (COGO) methods for land parcels and related cadastral features such as subdivision, boundaries, rights-of-ways, city limits, etc.
3. Update and maintain annotation features including dimensions.
4. Evaluate and enter data from property descriptions, deeds, various plats and surveys into GIS using geometry and cadastral mapping standards. Research land records, including but not limited to, locating, compiling or evaluating legal descriptions, deeds, and survey plats. Examine, analyze and process GIS data on a regular, expected and anticipated basis.
5. Generate and distribute requested GIS products for county departments (i.e. GIS features, files, maps, charts, graphs, and reports).
6. Assist the Information Technology Director in coordinating all current and future GIS projects and services.
7. Consult with various departments and users regarding needs and solutions to GIS issues.
8. Provide recommendations to end-user departments to facilitate skill development and efficient use of GIS technology.
9. Respond to requests from outside users, the general public and other governmental agencies.
10. Assist Emergency Management with training exercises and disaster response as needed.

Additional Responsibilities

1. Establish and maintain effective working relationships with all levels of government, elected officials, county staff, outside users, state and local officials and agencies and vendors.
2. Responsible for conducting work in a professional, timely and safe manner, and for presenting a professional demeanor with clients and co-workers, using work appropriate language while at work, and for showing restraint in expressing frustration or describing problems with client or internal systems.
3. Demonstrates adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
4. Responsible for demonstrating due care for the property, facility, and public information of the County and its departments.
5. Attends and participates in County meetings, committees and training as needed.
6. Maintains a high standard of courtesy, respect, and cooperation in dealing with co-workers, vendors and County citizens.

7. Performs other duties as assigned.

Minimum Qualifications – Education and Experience

Associate's degree in geographic information systems (GIS), geography, planning, landscape architecture, civil engineering, computer science, or a related field, or a minimum of 2-3 years related on-the-job experience using GIS mapping software and technology or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

Minimum Qualifications – Knowledge, Skills, and Abilities

- **Technical:**
 - Demonstrated GIS/technical and conceptual skills such as; geodatabase editing, cadastral mapping, cartographic design, interpretation of legal descriptions, plats and other survey data, understanding of topology rules, data models, metadata, and data quality standards.
 - Familiarity with the application of GIS in a variety of fields such as Web GIS, Public Safety, Conservation, Emergency Management, Zoning, and Engineering.
 - Knowledge and experience with the latest version of ESRI ArcGIS.
 - Ability to operate a wide range of PC hardware and software including Microsoft Desktop Operating Systems and Microsoft Office.
 - Ability to use the Internet and other specialized software to extract and record data.
 - Good spatial cognitive ability required.
 - Familiarity with Microsoft SQL Server, ArcGIS for Server, ESRI Web AppBuilder, Schneider Agland, and Sidwell's Parcel Builder are a plus.
- **Mathematical:** Basic math such as adding, subtracting, multiplying and dividing. Ability to draw and interpret graphs.
- **Interpersonal:** Flexibility in adjusting to changing circumstances, information, employee, and customer needs. Demonstrate a willingness to take initiative. Work independently with little or no supervision. Be reliable, responsible and dependable in fulfilling obligations. High level of integrity and ability to maintain confidentiality.
- **Communication:** Excellent verbal and written communication skills. Ability to effectively communicate and present information and respond to county officials, employees and the general public. Develop and maintain constructive and cooperative working relationships with the public, other government entities and other external sources. Establish and maintain effective working relationships.
- **Language:** Ability to read, analyze, and interpret data, legal documents, or governmental regulations. Ability to prepare reports, general correspondence, and lists.
- **Organizational:** Ability to organize, plan and prioritize work. Utilize problem solving skills, analytical thinking in gathering and analyzing data. Ability to work under pressure, time constraints and deadlines.
- **Resource Allocation:** Ability to manage financial resources in determining how money will be spent to get the work done, and accounting for these expenditures. Ability to manage resources, obtain and see to the appropriate use of equipment, facilities, and materials needed.

Working Conditions

This work is performed in a typical office setting, requiring the ability to sit and stand for extended periods. Daily computer use, including viewing computer screens and reading documents is required. Reaching, walking, kneeling, bending or other movements may be required. Occasionally lifting of equipment and materials, 10-50lbs. Must possess valid driver's license and proof of insurance liability coverage.

Will be required to work a non-traditional work schedule as projects necessitate.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.