

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### GIS TECHNICIAN ANALYST

**Department:** Growth Services  
**Pay Grade:** 108  
**FLSA Status:** Non-Exempt  
**Job Class:** 3068  
**Risk Code:** 8810

#### JOB SUMMARY

Under the limited supervision of the Director, this is a skilled technical position responsible for managing and leveraging Geographic Information System (GIS) resources to create maps, graphic reports and other geo-spatial data. This position is responsible for collaborating with other Growth Services Department staff to analyze and evaluate a variety of geo-spatial data, and to implement solutions, programs, and related procedures to process geo-spatial data for use by others. Work in this class is distinguished other classes by its emphasis on specific technical expertise in maintaining property records and maps.

#### ESSENTIAL JOB FUNCTIONS

- Knowledge of planning and zoning general operations and equipment
- Knowledge of the principles of geography as they relate to the earth's surface
- Knowledge of map preparation, computer aided mapping and illustration work
- Knowledge of geo-processing technology
- Knowledge of mobile data collection
- Knowledge of surveying and engineering mathematics and their applications to surveying and engineering computations
- Knowledge of documentation and graphic representation
- Knowledge of Internet technology, including HTML and FTP
- Ability to comprehend GIS data structures and an understanding of how to edit, query, and manipulate them
- Ability to perform technical surveying computations, including coordinate geometry calculations
- Ability to use the Department's tools and concepts
- Ability to solve problems and gather necessary information
- Ability to work from and interpret maps, legal descriptions, and drawings
- Ability to carry out difficult written and oral instructions

- Ability to establish and maintain effective working relationships with others
- Ability to explain technical information to non-technical users and tactfully deal with the public
- Ability to express ideas effectively both orally and in writing
- Skill in the care and use of pertinent equipment and instruments
- Skill in the use of personal computers and associated applications and programs necessary for successful job performance
- Ability to develop proficiency with ESRI's ArcGIS for Desktop (ArcMap), ArcGIS Pro, ArcGIS Enterprise, Schneider Electric's ArcFM Solution, and Autodesk's AutoCAD software
- Assist in problem analysis and submits recommendations for solutions.
- Maintains the integrity of official county zoning district map, future land use map series, and other layers for the County.
- Edits such layers to add new data, verify and/or correct existing maps legally changed information that no longer conforms to the current parcel layer.
- Sends new zoning changes approved by the Board of County Commissioners to the Property Appraiser's office monthly.
- Prepares GIS Application specifications and diagrams, and tests, debugs, and installs the operating procedures in coordination with network operations and user departments.
- Recommends modifications to programs, systems, or standards in order to improve their overall effectiveness and works with user to ensure development of timely and useful information systems.
- Updates existing documentation to conform to approved revisions. Trains customers in the use of new software and hardware.
- Researches, creates, manages, and maintains GIS spatial and tabular data to provide the users with the most current and accurate available data.
- Performs data analyses on spatial and tabular data to produce reports, maps, graphs, and/or charts as requested by management and user departments.
- Creates visual representations of GIS database to assist department and users in optimization of their duties.
- Provides advanced technical support for all GIS desktop, networked, and Internet production applications.
- Implements technical methodologies for creation and use of spatial and tabular data. Prepares and interprets source documents and spatial data for digital conversion.
- Supplies first line quality control of all departmental GIS data, which includes spatial alignment, accuracy, GPS validation, etc. as required.
- Participates in the evaluation of departmental procedures to assist managers with developing efficient and effective GIS organizational processes.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

## **SUPERVISION**

This position occasionally functions as a lead worker for a small (one or more) group of employees. Provides indirect supervision, guidance, assistance, review of work product, resolution of work problems, and work direction to a relatively small number of employees

## **QUALIFICATIONS**

### **Education and Experience:**

Associate's degree or equivalent; and one (1) year experience in Geographic Information Systems; or an equivalent combination of education and experience. Knowledge in Environment Rating Scales Institute (ERSI) solutions and successfully analyze data and present data visualizations is preferred.

### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to Interpret complex and detailed technical data.
- Knowledge of Geo processing tools and model builders as applicable to GIS systems.
- Knowledge of object-oriented programming, relational databases, and local area networking fundamentals.
- Knowledge of terminology, practices, and techniques used in geographic information systems.
- Knowledge of modern language compatible with current County standard.
- Skills in the use and operation of computers and peripheral equipment such as plotters.
- Ability to analyze data and meet deadlines.
- Ability to prepare comprehensive reports and training manuals.
- Ability to work with limited supervision.
- Ability to read and interpret aerial photographs, maps, deeds, and legal descriptions.

- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to excellence and the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to use hands to finger, handle, or feel, reach with hands and arms, and sit; and will frequently be required to talk or hear.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

***E.O.E.*** Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.