

SENIOR GIS SPECIALIST

GRADE 27

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs highly technical tasks pertaining to the utilization of geospatial and/or geographic data, maps and applications; does related work as required. Provides GIS related services; mapping, hard copy map production, digital data conversions, reports and analysis. Effective communication and collaboration with GIS staff, county management, county staff, external clients and citizens is required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and maintaining digitized maps and records; producing small and large format custom maps; assisting the public, internal departments; preparing and maintaining files and records.

(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.) ➤ Answers telephone and responds to customer inquiries and questions.

- Produces small and large format custom maps, special project reports and databases for external customers.
- Supports county departments and external agencies with special mapping projects, detailed reports and digital data.
- Assist with creation of ArcGIS online maps.
- Edits and maintains geographic information system layers and associated databases within ESRI software applications.
- Converts digital data for internal and external customers.
- Assist with creation of content accessible via Fauquier County GIS's departmental webpage and related online content.
- Performs general clerical tasks, which may include typing documents, making copies, sending/receiving faxes.
- Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, geographical information system, mapping, e-mail, Internet or other computer programs;
- Operates a variety of specialized/general equipment and tools, which may include a digitizer, scanner, plotter, GPS or data collector;
- Performs other duties, which are similar, related, or incidental to this position.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and skill in maintaining multi-layered geographic information systems databases; thorough knowledge and skill in utilizing geographic information systems software; general knowledge and skill with remote sensing, photogrammetry and digital image processing; advanced knowledge of manual and digital cartographic mapping techniques and standards; ability to comprehend and develop technical specifications for manual and geographic information systems related products; ability to coordinate and integrate knowledge from various sources; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university with a major in GIS, computer science or a closely related field; and two years of progressively responsible experience in the design and development of GIS systems and applications or graduation from high school or G.E.D. equivalent and four years of progressively responsible experience in the design and development of GIS systems and applications.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, 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, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

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