

# GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer.

	Date Posted: April 24, 2018 Closing Date: Open Until Filled
<b>Position:</b>	GIS Manager
<b>Department:</b>	Development Services
<b>Salary:</b>	\$65,000 Annually
<b>Duties:</b>	<p>A minimum supervision position, the GIS Manager performs computer applications and database design, development, and implementation services for departmental users utilizing Geographic Information System (GIS) technology; supports the GIS environment, policies and procedures, standards, and the accuracy and consistency of the GIS information. In addition, the GIS Manager assists the Director as required in the day-to-day operations of the Grayson County Development Services Department and must work effectively with managers and users at all levels.</p> <p><b><u>Essential duties and responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Develops, plans, and implements complex GIS applications software for system users that includes but is not limited to designing and developing complex GIS database models and templates</li> <li>• Edits and creates GIS data including 9-1-1 Addressing, City Limits, Fire and EMS Districts; maintains GIS databases, SQL, SDE</li> <li>• Maintain the transportation planning (i.e. thoroughfare plan, land use, socio-economic, and demographic) GIS databases</li> <li>• Integrate statistical data resources to assist in proactive and strategic law enforcement initiatives, preventative enforcement and education and identification of crime patterns and spatial displays; assist in trending criminal organizations, identification of known and repeat offenders, and provide GIS and other information to the Grayson County Sheriff's Office for decision-making purposes</li> <li>• Provide onsite Emergency Operations Center (EOC) support during incidents where the EOC is activated and requires active GIS support</li> <li>• Create and publish GIS services for internal and public use, including web based applications using ArcGIS Online</li> <li>• Administers GIS servers and workstations by installing and troubleshooting system software and programs and administers system access and security</li> <li>• Prepares a variety of technical reports, maps, illustrations, correspondence and other written materials that include graphic representations</li> <li>• Responds to inquiries from end-users, developers, contractors, and other customers regarding GIS requirements</li> <li>• Participates in development functions involving but not limited to Economic Development, Law Enforcement and Emergency Management that require GIS support</li> <li>• Transposes complex data from records maps, CAD drawings, county land base maps, demographic models and economic resources and other source documents into GIS and/or related database</li> <li>• Participates in the development, maintenance and implementation of policies and procedures that ensure the accuracy of GIS information is maintained</li> </ul>

<p><b>Qualifications &amp; Requirements:</b></p>	<p><b><u>Education/Training/Experience</u></b></p> <ul style="list-style-type: none"> <li>• 4 years’ experience with ESRI software, including ArcDesktop Standard 10.1 with professional-level experience in the design, development, implementation and administration of geographic information systems, including analysis and database development and integration</li> <li>• Associate Degree in Geographic Information Systems or closely related field (Bachelor degree preferred)</li> <li>• A GISP Certificate is highly desirable</li> </ul> <p><b><u>Knowledge Of</u></b></p> <ul style="list-style-type: none"> <li>• Principles, practices, concepts and techniques of Geographic Information Systems (GIS) theory and function; including computer mapping and attribute data conversion, transfer, manipulation and analysis</li> <li>• Principles and practices of mapping coordinate systems, projections and scale</li> <li>• Principles and practices of database structures, design and database management</li> <li>• ESRI ArcGIS software family, AutoCAD, Microsoft Access, SQL Server and other mapping and GIS software</li> <li>• Equipment needed for GIS development, including workstations, printers, plotters, communications devices, scanners and other related peripheral devices</li> </ul> <p><b><u>Ability to</u></b></p> <ul style="list-style-type: none"> <li>• Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track</li> <li>• Produce maps, datasets and reports using GIS; independently perform advanced GIS assignments with initiative and creativity</li> <li>• Understand emerging GIS technologies and their application to improve County services</li> <li>• Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations</li> <li>• Manage multiple projects; plan project work, track progress and meet associated planned outcomes</li> <li>• Read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, and aerial and orthophotography</li> <li>• Perform moderately complex technical computations, compile or analyze GIS data, and develop mapping products</li> <li>• Prepare and present clear and well-organized written and oral reports to County staff and other groups as required</li> <li>• Establish and maintain effective working relationships with staff, other County employees/ departments, County officials, and the public</li> </ul>
<p><b>Benefits:</b></p>	<p>Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.</p>

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.