



CLASSIFICATION	8
RANGE	\$17.19 - \$25.78
FLSA	HOURLY NON-EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

GIS Specialist

Job Summary: (General summary/objective)

Performs technical work in gathering requirements to create and maintain ArcGIS Online content. In addition to this, will coordinate with our GIS partner to create maps and customized geographic information systems (GIS) applications and manipulates data to serve a variety of purposes. This specialist will also interface state and federal agencies such as VGIN, Census Bureau, Post Office, etc. to fulfill any requirements.

Key Responsibilities/Essential Functions:

- Works as needed with County departments, service providers, and the public to gather mapping and ArcGIS content requirements and determine best course of action for executing those requirements.
- Utilizes GPS to plot locations of new infrastructure such as buildings, driveways and roads, as necessary.
- Conduct monthly meetings with stakeholders to provide feedback on projects.
- Assists in gathering and compiling data for various GIS projects and mapping presentations.
- Maintains regular map and ArcGIS Online updates including designing and producing various types of maps and posters using self-service capabilities of the ESRI platform.
- Responds to and fulfills public requests for digital mapping data, addressing, etc. as necessary.
- Performs general office work as needed, including accurate record keeping and map and document distribution.
- Performs other related duties as assigned.

Job Requirements:

- Associate degree in Computer Science, Management Information Systems, Geography, GIS or related field and a minimum of 2 years of current experience using ArcGIS software (ESRI platform) -- or an equivalent combination of education and experience -- required.
- Must have intermediate to advanced skills in ESRI GIS platform with high emphasis in creating content within ArcGIS Online.
- Must have experience with data analysis in GIS environment.
- Must have excellent oral and written communication skills and the ability to train new users on ArcGIS Online and assist with ArcGIS mapping software issues.
- Must have proficiency in Microsoft Windows and Microsoft Office 365 Suite
- Must be able to multi-task and have excellent attention to detail.
- Knowledge of basic computer operations such as file transfer, file manipulation; participate in upgrades, and patch management as it pertains to GIS operations.
- Ability to prioritize and perform work with minimal supervision.
- Ability to stay abreast of current and emerging GIS technologies and industry practices and provide future direction for GIS operations.
- Ability to manage time, records, and resources wisely.

Physical Demands/Special Work Environment:

- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading, editing and plotting.
- Work requires preparing and analyzing written or computer data and operating machines.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).
- The person in this position needs to occasionally move between County buildings to attend meetings; access files, office machines, and to interact with County employees.
- Possession of a valid Virginia driver's license and a good driving record.

Reports to: Technology Services Director

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants for employment.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date