

Seneca County

POSITION DESCRIPTION AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE NAME:**POSITION TITLE:** Programmer/GIS Support**DIVISION:** Auditor's Office**CIVIL SERVICE STATUS:** Unclassified – R.C.124.11(A)(9)**FLSA STATUS:** Non-exempt**EEO STATUS:** 03-Technician**EMPLOYMENT STATUS:** Full-time**REPORTS TO:** County Auditor**NORMAL HOURS:** 8:30 P.M. TO 4:30 P.M.

CLASS DESCRIPTION:

Under general supervision of the Auditor, responsible for management and maintenance of County GIS data layers, GIS applications, GIS management software; works with Auditor Real Estate staff to provide soil area calculation data, Current Agricultural Use Valuation (CAUV) Land Use maintenance, real estate record correction assistance, and provide general GIS support to Auditor Real Estate staff and contracted real estate vendors; carries out GIS data requests for the public; provides technical support to the public for the real estate and GIS web applications; responsible for the development and maintenance of applications for various County departments/agencies in addition to the County Auditor's office.

QUALIFICATIONS: An example of acceptable qualifications:

Completion of a Bachelor's degree or Associates degree in Geography, GIS, Computer Science, or a related field; 3-5 years of experience with GIS software e.g. Computerized mapping, field surveying, civil engineering, drafting; OR any combination of education, experience, and training, which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, other applicable computer software); printer, copy machine, fax machine, other standard business office equipment, GIS equipment/software, network server, test equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; may work in unsanitary conditions; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Seneca County

POSITION DESCRIPTION AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE NAME:**POSITION TITLE:** Programmer/GIS Support**DIVISION:** Auditor's Office**CIVIL SERVICE STATUS:** Unclassified – R.C.124.11(A)(9)**FLSA STATUS:** Non-exempt**EEO STATUS:** 03-Technician**EMPLOYMENT STATUS:** Full-time**REPORTS TO:** County Auditor**NORMAL HOURS:** 8:30 P.M. TO 4:30 P.M.

50% (1) Installs, configures, and maintains GIS management software; creates and maintains various County GIS data layers, including responsibility for keeping several critical GIS data layers up to date; works in coordination with Auditor Real Estate staff to correct data errors in real estate and GIS data; provides general GIS support and spatial query results in the forms of maps or mapping data to Auditor Real Estate staff; researches, develops, tests, and install various GIS and real estate applications for County employees and the public; develops additional application functionality in the form of application tools, etc. for various GIS and real estate applications; serves as technical advisor to the county Data Processing Board, responsible for the research and recommendation of GIS and application development related hardware and software.

45% (2) Serves as primary application developer for County Auditor staff; responsible for developing and maintaining GIS, real estate related, and document management applications; serves as primary GIS data layer maintenance responsibilities for parcels and subdivision related GIS layers; serves as primary responsibility for configuring complex batch processes to automate GIS and real estate data updates on a scheduled basis and dissemination of data for various applications.

(3) Maintains required licensures and certifications, if any.

(4) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(5) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPOSIBILITIES:

5% (6) Performs other related duties as assigned.

(7) Attends staff meetings as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; GIS software; computer programming; system analysis; data security; computer software (e.g. Microsoft, Apple, etc.); computer hardware; server management; smart phones/tablets; troubleshooting; records management; local geographic area.

Seneca County

POSITION DESCRIPTION
AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYEE NAME:

POSITION TITLE: Programmer/GIS Support

DIVISION: Auditor's Office

CIVIL SERVICE STATUS: Unclassified – R.C.124.11(A)(9)

FLSA STATUS: Non-exempt

EEO STATUS: 03-Technician

EMPLOYMENT STATUS: Full-time

REPORTS TO: County Auditor

NORMAL HOURS: 8:30 P.M. TO 4:30 P.M.

Skills in: computer operations; use of modern office equipment; operations of GIS equipment; installation of GIS software; computer programming.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; understand technical manuals and/or verbal instructions; answer routine and complex questions; exercise independent judgment and discretion; maintain confidentiality; maintain accurate records; prepare accurate and concise reports; sort items into categories according to established methods; communicate effectively in oral and written form; resolve complaints from other employees; lift 50 lbs. or less.

POSITIONS DIRECTLY SUPERVISED:

N/A

(Signature of Appointing Authority)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Date Revised: