

LINN COUNTY ASSESSOR

JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER
935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5220

LinnCounty.org



Class Title: GIS/Business System Specialist

FLSA Status: Non – Exempt

Pre-employment: Drug Pre-screening

Criminal Background Check

Salary Range: \$55,000 - \$65,000

Department: Assessor

Physical Demand: Light

Position Testing: Yes

SUMMARY OF CLASSIFICATION

This position requires a professional in both a GIS and customer service capacity with extensive knowledge and ability to perform a diverse array of complex GIS related work. This position requires an employee to be flexible, be able to multitask, think intuitively with both short and long term memory requirements as well as excellent time management and project management skills. Significant troubleshooting ability with complex problem solving is required. Must be well versed in ESRI products and be able to work with GIS data and computer programs/platforms effectively. This position requires working with many departments around the County as well as the public and other municipalities/offices. An employee in this position should require minimal supervision and be able to use initiative and good work ethic to accomplish assigned tasks.

Prepares and updates digital maps and their associated databases within the Geographic Information System (G.I.S.) of Linn County. Works on G.I.S. related projects such as mobile data collection, Census Bureau maps, data verifications, miscellaneous county department maps, etc. Knows the County's Customer-Centered Culture principles and the Assessor's Office Mission, Strategic Plan and Core Values and demonstrates a commitment to customer satisfaction for all customers on a regular basis.

ESSENTIAL FUNCTIONS

CREATES, DESIGNS and UPDATES maps, GIS web applications and mobile collection projects using GIS software and related software and equipment.

COMMUNICATES with Assessor and GIS Team to understand new data needs, define project and output requirements, and to design/develop applications.

COMPILES and ENTERS geographic data from a variety of sources including, censuses, field observations, GPS collection, direct input of coordinate information, satellite imagery, aerial photographs, and existing maps.

CONDUCTS research to locate existing GIS data and integrate into county GIS.

PREPARES and implements metadata and other documentation in county GIS.

CONVERTS digital data from a variety of sources into the county GIS.

ANALYZES, GATHERS, and INTEGRATES spatial data from Assessor's Office, county departments and other sources to determine accuracy, geographic relationships, reliability and usages within enterprise GIS.

OPERATES and maintains GIS system hardware such as, software, plotter, digitizer, color printer, tablets/iPads, and GPS.

PROVIDES map data digitally or by hard copy such as county maps, flood plain information, census data, etc.

SUPPORTS GIS services with Linn County Emergency Management.

PREPARES and DISPLAYS graphics for presentations.

PERFORMS all other related duties as assigned.

KNOWS the products they personally produce and the customers of each product. Listens to the "Voice of the Customer" and closes gaps between customer expectations and experience whenever possible.

NECESSARY REQUIREMENTS

Knowledge, Abilities and Skills

Thorough knowledge of a variety of methods, materials and procedures in a G.I.S. and cartography. Knowledgeable and basic skills with modern programming languages, i.e. Python, to automate standard GIS tasks and procedures. Knowledgeable of database structures as applied to GIS. Ability to use a computer running Microsoft Windows, photographic and drafting equipment, GPS and copy and fax machine. Ability to read, interpret and draw legal descriptions. Ability to communicate effectively in written, oral, and cartographic forms. Ability to work in a team environment. Proficiency using Microsoft Office, the ArcGIS platform of products including ArcMap, ArcCatalog, ArcGIS Pro, Collector, Model Builder, Python, ArcPad and ArcGIS Online. Skill in evaluation of data and project findings.

Minimum Training and Experience

Bachelor's degree in Geography, Planning, Engineering, Computer science or related field. Three (3) years of experience working with a G.I.S., cartography, photogrammetry, civil engineering, survey drafting or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Candidates must have experience in computer mapping systems, specifically with the ArcGIS Platform, a related GIS programming language and Microsoft SQL. GISP Certification or ESRI Technical Desktop certification is required or must be acquired within 2 years after employment.

Physical and Mental Requirements

This position requires lifting (up to 20lbs), stooping, kneeling, crouching, reaching, lifting, finger dexterity, talking, hearing, and repetitive motion. This position is a light work position with the person sitting most of the time and exerting force of up to 10-20lbs occasionally. Close visual acuity is required involving extensive paper/application/computer and tablet/phone reading, analyzing, and visual inspection involving small items. The use of measurement and analysis devices and systems/programs is extensive.

The work is typically office work not requiring substantial exposure to adverse conditions or weather elements. This position requires a person to be able to understand and carry out oral and written instructions and to prepare detailed records, reports and analysis with complex problem solving.

The position is part of a team and should be self-motivated, able to efficiently plan their own work and train/coordinate the work of others. Working under pressure, under deadlines, and working on several tasks at the same time is required.

Special Requirements

Must pass a County physical examination which includes a drug test after offer of employment. Regular work attendance required.