

Department: Land Use Administration (Building & Zoning)
Position Title: GIS technician

Westmoreland County is seeking qualified applicants for the part-time position of GIS technician in the Building & Zoning department.

The position is responsible for performing professional work using Geographic Information System (GIS) mapping, as well as other related activities in a local government zoning office. The technician would also provide technical support to zoning staff, address questions and concerns from the public, and consult with staff on environmental protection oversight.

The pay rate is \$24/hour with an expectation of working two days per week.

Position's Duties and Responsibilities:

The following list of duties are examples of activities which shall be performed. Additional related duties may be assigned as necessary by the Zoning Administrator.

- Provide technical support to zoning staff by updating GIS data, conducting research, and preparing maps and other documentation for projects and presentations.
- Respond to requests and inquiries from the general public.
- Coordinate and assist with other County staff, State, and Federal officials as appropriate.
- Perform routine office tasks including data entry, file management, and answering phones.
- Perform related duties and participate in a variety of special projects as assigned.

Knowledge and Skills:

- Proficient skill with using ArcGIS software, as well as creating and revising shapefiles and tables.
- Experience reading and interpreting deeds, plats, and other recorded documents.
- Experience operating general office equipment and typical computer software programs, including Microsoft Office and Internet applications.
- Basic knowledge of County and State regulations and general principles and practices relative to zoning policy and implementation of codes.
- Ability to establish and maintain effective working relationships with the general public, other government entities, County boards, and County staff.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to work well independently and as part of a team.
- Ability to work on several projects concurrently and cope with numerous interruptions.
- Problem-solving skills to gather relevant information to resolve vaguely-defined practical problems.

Education and Experience:

Applicant shall have a minimum of five (5) years working with GIS software and a minimum of two (2) years of experience in local government. A Bachelor's degree in GIS, computer sciences, public administration, or similar field is required, and a Master's degree would be preferred. An equivalent combination of education and experience that provides the requisite knowledge and skills will be considered.

Physical Requirements:

The employee would be mostly be working indoors, with the possibility of occasional outside work. Work involves a moderate amount of fine motor skills and a minimal amount of physical activity.

Westmoreland County is an AA/EEO/ADA compliant Employer.

To Apply:

Submit a résumé to Beth McDowell, Planning Director, at either the email address or the mailing address given below no later than 4:00 p.m. on Friday, November 15, 2019.

Beth McDowell
Land Use Administration
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