



**ISLE OF WIGHT COUNTY**  
**invites applications for the position of:**

**GIS Analyst**

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**SALARY:** \$45,707.00 - \$59,419.00 Annually

**OPENING DATE:** 05/04/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Geographic Information System (GIS) Analyst interfaces with County staff, citizens, businesses, and other governmental agencies to determine how the County's GIS can be applied to their specific tasks. The GIS Analyst maintains familiarity with all the County's GIS assets enabling them to recognize and implement appropriate geospatial solutions. Additionally, the incumbent: trains staff to work with GIS data, creates data and supports departmental use of the GIS, serves as a point of contact for outside agencies, and acquires the county's GIS data.

**EXAMPLES OF DUTIES:**

- Maintain expertise and currency in GIS processes;
- Maintain expert knowledge of the architecture and contents of all County GIS data;
- Work with staff to ensure the County's GIS data is current and meets their needs;
- Update county-wide core data layers as changes occur;
- Train staff in GIS data management and new GIS software;
- Answer GIS questions from and assist citizens, businesses, staff, and other governmental agencies;
- Communicate with outside agencies regarding new addresses, roads, and any changes or corrections to County GIS data;
- Produce deliverable map products and new data sets for county staff, citizens, and outside agencies;
- Accept, receive, and/or collect payments;
- Prepare and/or process purchase orders;
- Track budget expenses, prepare paperwork for budget items, order supplies and equipment;
- Repair, develop, or install computer hardware or network systems;
- Repair, develop, or install complex software or management information systems;
- Attend conferences and training sessions and complete online coursework;
- Assist with hardware and software support for non-GIS related issues;
- Answer general technical support calls;
- Back-up other departmental staff as needed;
- Perform other related duties as assigned;
- Observe all approved safety and health policies and procedures pertaining to his/her work activities and perform all work tasks in a safe and healthy manner in accordance with County policy.

**PHYSICAL DEMANDS**

The work is medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30

pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Requires the use of fingers, crawling, crouching, hearing, kneeling, lifting, reaching, talking, and walking.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

Requires a Bachelor's degree in Geography or related field and 2 years of relevant work experience with geospatial technologies, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### **Licenses or Certifications:**

Requires a Geographic Information Systems certification or demonstration of equivalent skill level.

## **SUPPLEMENTAL INFORMATION:**

Position start date: July 1, 2022

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.isle-of-wight.va.us/>

17090 Monument Circle, Suite 108  
Isle of Wight, VA 23397  
(757) 357-6656

[hrdept@isleofwightus.net](mailto:hrdept@isleofwightus.net)

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Position #1  
GIS ANALYST  
CV