

## EMPLOYMENT OPPORTUNITY

Gates County, North Carolina

GIS / Deputy Planner - Performs responsible professional work in (GIS) Geographic Information System and Planning related duties in the Planning and Zoning Department, under the direct supervision of the Director of Planning and Development

An employee in this class works within the County Planning and Development Office to enforce and implement the County Ordinances related to land usage. The employee will work under the Director and assist in issuing Zoning permits, site reviews, and plat approval. This position lends assistance to other departments as necessary concerning planning related matters.

Minimum Education and Experience: Knowledge of and an ability to work with GIS hardware and software; effective oral and written communication skills; any combination of education and experience equivalent to a bachelor's degree in geography, or adequate experience in a related field with an emphasis in GIS, land records, surveying, or planning as it relates to Zoning and Code Enforcement; demonstrated working experience with ArcGIS.  
Annual Salary Range \$ 42,108 - \$ 65,267

A valid Driver's License is required.

Complete job description and County Application can be found on the Gates County website. Submit letter of interest, resume, and work-related references along with a completed County Application in confidence to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 01005. Review of applications will begin October 17, 2022. Position is open until filled. Gates County is an equal opportunity employer.

GIS / DEPUTY PLANNER

General Statement of Duties

Performs responsible professional work in (GIS) Geographic Information System and Planning related duties in the Planning and Zoning Department, under the direct supervision of the Director of Planning and Development

Distinguishing Features of the Class

An employee in this class works within the County Planning and Development Office to enforce and implement the County Ordinances related to land usage. The employee will work under the Director and assist in issuing Zoning permits, site reviews, and plat approval. This position lends assistance to other departments as necessary concerning planning related matters.

Duties and Responsibilities

Essential Duties and Tasks

Updates property ownership records initiated by the recording of legal documents

Utilize coordinate geometry to make changes and additions

Enters data for new parcels, tracts and subdivisions, and other real property from deed descriptions

Assigns number schemes (pin parcels) to match tax information

Designs and creates maps, creates new layers as needed; searches information as requested by property owners

Mapping, verification of data accuracy, and maintenance of database information

Researches and analyzes information necessary to prepare specific documents, reports, plans, and maps

Extracts, manipulates, and maintains land records information in specialized mapping, GIS, and other software

Assigns and maintains E-911 addressing for Gates County

Maintain existing GIS data sets and layers, creates new GIS data sets and layers as needed

Prepares reports, charts, and maps as necessary and provides GIS solutions and support to various projects, responsible for data updates and coordinates features for GIS web mapping

Addition Job Duties

Performs related work as required.

Recruitment and Selection Guidelines

Additional Skills and Knowledge that would be Preferred

General knowledge of procedures, laws, and forms used in real estate transfers. Ability to interpret deeds/plats and the transfer of pertinent data to GIS

Ability to determine errors and inconsistencies in deed descriptions and utilize available information to achieve the best configuration of a parcel of land

Knowledge and/or ability to interpret County Land Ordinances in implementing Subdivision and Zoning regulations

Minimum Education and Experience

Knowledge of and an ability to work with GIS hardware and software; effective oral and written communication skills; any combination of education and experience equivalent to a bachelor's degree in geography, or adequate experience in a related field with an emphasis in GIS, land records, surveying, or planning as it relates to Zoning and Code Enforcement; demonstrated working experience with ArcGIS.

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