



DINWIDDIE COUNTY
invites applications for the position of:
Geographic Information Systems (GIS) Analyst

SALARY: \$55,336 - \$59,377 Annually

OPENING DATE: January 23, 2023

CLOSING DATE: Open Until Filled

General Description

The purpose of this job is to perform intermediate professional work planning, organizing, maintaining and directing the County's GIS program; does related work as required. Work is performed under the general supervision of the Director of Economic Development.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

Essential functions of this position include planning, developing, maintaining and implementing the geographic information system, database and programs; scheduling and coordinating work; training personnel; troubleshooting and resolving problems; preparing and maintaining detailed files and records.

- Manages the geographic information system database; implements application of geographic information system and automated map needs;
- Provides automated maps and related technical work in the preparation and maintenance of maps;
- Creates and maintains the accuracy of political, emergency, zoning and district boundaries;
- Converts digital maps and hand-drawn maps to GIS format, including attribute data;
- Creates and maintains the standards for the database, context, format, design and maintenance procedures;
- Plots maps and reports for various departments;
- Assists County employees in the proper use of geographic information system products and interpreting maps and other records;
- Creates, produces and maintains the County road atlas with a concentration on addresses and centerlines;
- Oversees any GPS projects such as addressing;

- Coordinates and maintains working relationships with outside agencies and consulting firms;
- Prepares departmental budget, monitors expenditures, consultant contracts and software maintenance agreements.

Minimum Education and Experience Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in geography, computer science, planning, engineering or related field and considerable experience with geographic information system design and maintenance including some experience with ESRI GIS software.

Thorough knowledge of automated mapping and information processing methods and techniques; considerable knowledge of the capabilities of automated mapping and geographic information processing systems; general knowledge of cartographic principles and remote sensing, automated mapping, GIS database design and structure; general knowledge of GIS hardware and software components, general knowledge of GPS principles, data communication and network methods and techniques; general knowledge of land surveying techniques; ability to train employees in the operation of GIS hardware and software; ability to deal tactfully and courteously with the public; ability to prepare written and oral presentations; ability to establish and maintain effective working relationships with associates and the general public.

Physical Demands

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Unavoidable Hazards (Work Environment)

- None.

Special Certifications and Licenses

- GISP or ESRI Professional Certificate preferred.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Americans with Disabilities Act Compliance

Dinwiddie County is an Equal Opportunity Employer. ADA requires Dinwiddie County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Only online applications submitted through our website will be considered. To apply, please visit the [Dinwiddie County's Employment Opportunities](#) webpage.

Dinwiddie County is an Equal Opportunity Employer