

JOB POSTING

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| Title | GIS Technician |
| Location | Delaware County GIS Department |
| Supervisor | GIS Coordinator |
| Salary | \$34,493* + Benefits (*90-day probationary period at 90% Salary) |
| Responsibilities | <p>The GIS Technician is responsible for assisting the GIS Coordinator in maintaining, distributing and developing GIS data, most specifically the cadastral-parcel layers. Duties include data maintenance, property and other research, advanced cartographic tasks, working directly with other offices to implement GIS solutions to increase worker and inter-office efficiency, as well as providing employee training.</p> <p><u>DUTIES</u></p> <ul style="list-style-type: none"> • Parcel Maintenance/Correction (65% of tasks) <ul style="list-style-type: none"> ○ Research and correct incorrectly-drawn parcel and platted boundaries via recorded surveys and legal descriptions. ○ Locate, research, and perform past Splits, Delete-Combines, and Acreage Updates via recorded surveys and legal descriptions. ○ Maintain accurate document reference data for all parcel maintenance tasks • Documentation (16% of tasks) <ul style="list-style-type: none"> ○ Scan, re-color, and re-size surveys and delete-combine documents for optimal clarity and printer reproduction ○ Maintain survey and delete-combine layer data to be displayed via internal and external web hosting ○ Maintain daily productivity logs and task completion data • Internal and Public Support (12% of tasks) <ul style="list-style-type: none"> ○ Provide maps and information that include any or all of the following: parcel boundaries, dimensions, aerial imagery, parcel numbers, acreages, ownership, and deed reference ○ Conduct and participate in parcel-related meetings with other departments ○ Provide training to other departments as needed. • New Parcel Projects (7% of tasks) <ul style="list-style-type: none"> ○ Perform parcel Splits, Delete-Combines, and acreage updates ○ Maintain accurate document reference and genealogy relationship data for new tasks ○ Provide necessary documentation to other departments as needed. ○ Input finalized plans of platted areas via electronically-submitted CAD drawings <p>Continued on page 2</p> |

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| Qualifications & Skills Required | <ul style="list-style-type: none"> • Bachelor’s degree in Geography or GIS preferred. Degrees in related fields such as Natural Resources, Planning and Architecture, and Computer Science also are acceptable as long as there is significant experience with GIS. • 1-3 years job-related experience (including internships) required. • Working knowledge of the public land survey system, ability to read and comprehend legal descriptions, deeds and surveys is preferred. • Education and/or working knowledge of GIS software, current ESRI-based products as well as Microsoft Office Suite and Adobe Creative Suite. • Working knowledge of computer and networking technologies. • Understanding of computer and server hardware and operating systems. • Knowledge of geography and its relationships to other sciences and applications. • Writing skills to develop plans, goals, and initiatives as well as to prepare reports and documents. • A good understanding of deeds, surveys, legal descriptions, and the public land survey system. • Ability to work with various contacts, both public and private. • Ability to develop and carry out plans. • Advanced mathematical skills to develop statistics, figure distances and areas. • Verbal communication skills to explain complex procedures, to listen and understand. • Ability to perform and provide GIS and information services in high-stress environments, including the event of disasters and emergencies. |
| Questions | <p>Questions related to this position’s duties or qualifications and requirements can be addressed to:</p> <p>Kyle Johnson GIS Coordinator 765-213-1269</p> |
| Apply | <p>Send or drop off completed applications to:</p> <p>Delaware County Human Resources Department 100 W. Main St., Room 208 Muncie, IN 47305</p> |
| Application Deadline | <p>Applications will be accepted until September 10, 2013</p> |