

Gibson County Surveyor's Office
GIS Director Description

Position: GIS

Reports To: County Surveyor

Employee of: Gibson County Surveyor

Status: Exempt

Work Hours: Full Time

Salary: See County Salary Schedule

The GIS Director position will be within the office of the County Surveyor. While this position will answer to the County Surveyor, beyond the development of digital cadaster methodologies (parcels, subdivision lot lines, applicable boundary layers), determination of the order of importance for projects will be the responsibility of the GIS Director.

Essential Duties

- Manage daily operation of the County GIS system, including updates to databases and layers as necessary to maintain the County GIS network.
- Administers and coordinates County GIS operations, including determining project priorities, coordinating mapping efforts, reviewing and/or developing GIS software, establishing mapping procedures and data quality standards and procedure manuals and guides.
- Create digital and paper maps for County offices and the general public. Install, train, and assist County employees in the use of GIS software. Load any/all GIS software updates and patches.
- Oversight of the annual GIS budget within the Surveyors' budget that reflects the GIS needs of the entire County.
- Maintains current knowledge of GIS software by attending training, workshops, seminars and/or various educational opportunities.
- Supervises any GIS staff and interns, including providing orientation and training, planning, delegating, and controlling work assignments.
- Advise County Surveyor, County Commissioners, County Council and other Elected Officials on all GIS related issues.
- Review and advise on all County contracts and vendors relating to GIS.
- Performs related duties as assigned.

Job Requirements

- Must possess knowledge of modern principles, practices, and techniques of cartography, databases, and GIS, including but not limited to ArcGIS Desktop, ArcGIS Pro, AGOL, and GPS technologies.
- Thorough knowledge of County government operations, policies, procedures, applications, systems and technologies; comprehensive understanding of local, state, and federal agencies charged with GIS responsibilities and regulatory functions.
- Thorough knowledge of geo-database design, development, storage, and maintenance.
- Bachelor's Degree or higher preferred. Any combination of education and experience that would likely provide the required knowledge and skills is qualifying.
- Have a valid driver's license and have demonstrated a safe driving record.

Please submit resume to:

Scott Martin (smartin@gibsoncounty-in.gov)

Gibson County Surveyor

101 N. Main St., Courthouse

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