

<b>POSITION TITLE:</b>	<b>GIS SPECIALIST</b>
<b>DEPARTMENT:</b>	COMMUNITY DEVELOPMENT
<b>DIVISION:</b>	GIS
<b>POSITION NUMBER:</b>	8011
<b>FLSA STATUS / GRADE:</b>	NON-EXEMPT / 122
<b>CLASSIFICATION:</b>	TECHNICIANS
<b>REPORTS TO:</b>	GIS COORDINATOR

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**GENERAL DESCRIPTION OF POSITION:**

The GIS Specialist performs a variety of intermediate to advanced technical and administrative duties related to the design, implementation and management of the County's Enterprise GIS, focusing on the research and development of applications, workflow improvements, and custom tools. Position functions with considerable independent judgement. Excellent customer service skills are exercised to provide outstanding services to County departments, agencies, and citizens. This position is under the general supervision and direction of the GIS Coordinator.

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**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provides GIS related service to County departments, citizens and professionals.
  - Researches, develops and administers focused web applications using ArcGIS Online and existing web portals.
  - Automates common workflow procedures using Model Builder and Python scripting.
  - Actively contributes to the design and maintenance of the GIS database, including data editing and quality control.
  - Performs GIS analysis and reporting to support organization decision making.
  - Provides analytical support to users including compilation, editing, maintenance, extraction and analysis of spatial and non-spatial data.
  - Prepares and maintains written documentation in support of the GIS including workflow, diagrams, procedural documents and help files.
  - Designs training programs and plans for GIS applications including ESRI ArcGIS desktop server, ArcGIS Online applications and custom applications.
  - Provides mapping support to end users including the development of custom maps, map series and analytical maps.
  - Acquires and reviews data from various external sources for inclusion in the Enterprise GIS.
  - Serves as back-up (and potential lead) to GIS Coordinator for database administration, E911 updates, administration of existing public web services, and ArcGIS Online administration.
  - Performs a wide range of tasks, including but not limited to: performing GPS fieldwork, E911 and land records editing, and after hour maintenance.
  - Accomplishes all tasks as appropriately assigned or requested by management.
  - Participates in employee meetings and training as needed.
  - Performs special projects as assigned.
  - Meets attendance requirements and maintains the highest level of dependability.
  - Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.
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**QUALIFICATIONS:**

<b>Education / Experience:</b>	Any combination of experience, education, and training equivalent to a Bachelor's degree from an accredited college or technical school with major course work in geography, computer science, planning, engineering or related field. Geography/GIS degree preferred. Two (2) to three (3) years of professional experience in geographic information system design, optimally in a local government setting preferred. Equivalent internship and software
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<b>Knowledge / Skills and Abilities:</b>	<p>knowledge that provides the required knowledge, skills, and abilities shall be considered.</p> <p>Thorough knowledge of ESRI ArcGIS software desktop server; geodatabase design, editing, versioning, and management. Former experience utilizing ArcGIS Online, and familiarity with ArcGIS Pro. Knowledge of ESRI Model Builder and Python scripting. Knowledge of metadata creation and editing. Knowledge of land records, E911 systems and data, relational databases, GPS, SQL server.</p> <p>Proficiency in MS Office applications with ability to comprehend, interpret, analyze and document technical procedures clearly and concisely. Must be able to accurately interpret complex written documents and oral communications; ability to write clear and concise reports; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to read and comprehend county, State, and federal policies, procedures and programs of limited scope and difficulty.</p> <p>Must possess strong interpersonal and communication skills. Ability to establish and maintain effective working relationships with employees and the general public. Strong quality and service minded. Ability to work cooperatively in a diverse team and / or independently. Effectively demonstrates applications and projects to a large audience, as well as to assist individual users.</p>
<b>Certifications / Licenses:</b>	<p>Professional and technical certification preferred, but is not a requirement. Certification(s) may be obtained during employment.</p> <p>This position may require the use of a County vehicle while conducting County business. Must be physically capable of operating a vehicle safely and must possess and maintain, throughout employment, a valid Commonwealth of Virginia operator's license and acceptable driving record.</p>
<b>Physical Requirements:</b>	<p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>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.</p>
<b>Environmental Factors:</b>	<p>The worker is not subject to adverse environmental conditions.</p>
<b>Special / Additional Requirements:</b>	<p>Subject to a complete criminal history background search and drug screening with acceptable results.</p>



<b>Disclaimer:</b>	<p>This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. This is not an employment contract and does not alter any employee at-will status.</p> <p>Bedford County, VA is an Equal Opportunity Employer.</p>
<b>Acknowledgement:</b>	<p>I have reviewed this job description and I understand all essential job duties and responsibilities. I am able to perform the duties as outlined with or without reasonable accommodation.</p> <p>Meeting the qualifications as required, I understand and agree to perform the duties as described. I understand that occasionally my job may require temporary changes based on the needs of the County without it being specifically included in this position description. If I have questions, I should discuss them with my immediate manager or Human Resources.</p> <p>I have received a copy of this job description.</p> <p>_____</p> <p>Employee's Name (Please Print)</p> <p>_____</p> <p>Employee's Signature <span style="float: right;">Date</span></p>

<i>Approved by:</i>	<i>Personnel Committee / County Administrator</i>
Approved date:	August 2019
Revised:	

