

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency: Auditor's Office
Name:

Unit: Tax Map
Position Title: GIS Specialist

Dept./Div.: Real Estate
Reports To: Chief Deputy Auditor
Pay: TBD

Civil Service Status: Unclassified
Employment Status: Full-time
FLSA Status: Non-Exempt

QUALIFICATIONS: An example of acceptable qualifications:

Associate or bachelor's degree in GIS, Geography, Computer Science, or related field; 3 years' experience using GIS software, computerized mapping, civil engineering, surveying and drafting. Or any combination of education, training or experience that would provide necessary knowledge, skill or abilities to perform job.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio drivers license with insurance policy that meets the minimum requirement outlined in the Sandusky County personnel policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Large format printer and standard office equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Working in a public sector office environment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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Agency: Auditor's Office

Unit: Tax Map

Name:

Position Title: GIS Specialist

Supervisor's Title: Chief Deputy Auditor

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES:

ESSENTIAL FUNCTIONS OF THE POSITION:

- Individual is responsible for maintaining critical GIS layers (e.g Addresses, land use etc), developing GIS layers and maps and sharing information through web-based mapping applications and websites.
- Install, update and maintains GIS mapping software.
- Develop maps with GIS software including but not limited to: Arc Map, Arc Pro and Arc Info.
- Maintain current tax maps with information from real estate descriptions, surveys, splits and transfers.
- Work cooperatively with personnel in the Recorder's office, realtors, attorneys, law enforcement and the general public.
- Develop specialized GIS maps based upon requests from public and private agencies and provide maps in either printed or digital form.
- Researches and recommends GIS software and hardware best suited for the requirements of the office.
- Maintain service contracts with vendors for software and hardware utilized in the tax map office
- Work cooperatively with fellow real estate staff from the Auditor's office to provide requested information and assist with issues relating to mapping data, splits and transfers. This includes but is not limited to soil area calculations, Current Agricultural Use Valuations (CAUV), land use maintenance, real estate record corrections and other duties as assigned.
- Work with Auditor's office website vendor and Auditor's IT staff to provide mapping information used on the Auditor's website.
- Maintain necessary licensures and certifications, if necessary
- Attend staff meetings and trainings

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Class Title:

Class Number:

Supervisor's Title: Chief Deputy Auditor

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: computer operating systems (Microsoft), Microsoft Office software (Word, Excel), GIS Software - Arc Map and Arc Pro, modern office Equipment, Local Government, Records Management and data collection.

Skill in: typing, computer operations, data entry; office equipment operation.

Ability to: perform job safely; maintain confidentiality; interpret a variety of instructions; communicate effectively in oral and written form; add, subtract, multiply and divide fractions, decimals and percentages; prepare and maintain accurate documentation; maintain records according to established procedures; develop and maintain effective working relationships; Resolve complaints from general public; lift 25 lbs or less.