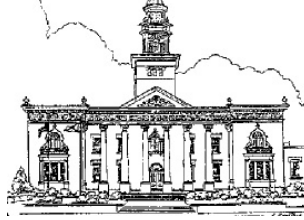**Chairman**
Bill English, *Probate Judge*
Mailing Address:
P.O. Box 666
Opelika, AL 36803-0666
(334) 745-9767

Members
Sheila H. Eckman, District 1
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John Andrew Harris, District 5

Lee County, Alabama   Est. 1866

Position Announcement #COM22-16-8

GIS Coordinator

Closing Date: September 28, 2016

DEPARTMENT: Information Services

STATUS: Full-time

PAY GRADE: 18   **STARTING ANNUAL SALARY RANGE:** $42,494.40 - $46,625.60

SCOPE: This position produces & maintains data for & performs quality control duties related to the County's geographic information system.

REQUIRED HOURS OF AVAILABILITY: 8:00 am – 5:00 pm; Monday through Friday

EXAMPLES OF DUTIES PERFORMED:
- Develops and maintains GIS databases, designs and implements new database structures. Works with other County departments to develops and maintain GIS datasets. Executes change management plans against datasets. Moves existing GIS data to new dataset schema designs. Performs quality control of database designs and monitors the County's quality control program for GIS data.
- Creates GIS data and custom map documents for use in County projects, on the County's website and other County departments. Performs analysis and manipulation of existing GIS data for use in studies, proposals, presentations, projections and inventories. Converts GIS data to requested formats for use in grants, studies and projects.
- Coordinate GIS functions with other departments to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized and formats for reports.
- Serve as project manager over all aspects of assigned GIS or other complex system development and software implementation projects. Evaluate and assess user needs and set task priorities.
- Plan and coordinate the implementation of new GIS systems or enhancements to existing GIS systems. Conduct needs assessments for GIS information technology hardware and software.
- Assists with the mapping of subdivisions, rights-of-way and complex topology changes.
- Coordinate and conduct user training, education and problem solving sessions. Counsel users regarding system functionality.
- Participate in the development and implementation of division goals and objectives with Information Technology management, including project prioritization and classification of strategic, maintenance and other GIS projects.
- Attends meetings, conferences, workshops, and training sessions and reviews other sources of information to remain current on the principles, procedures, and developments in the mapping field.

SUMMARY OF QUALIFICATIONS:
- Knowledge of Geographic Information Systems as applied within a county environment
- Skill in operating a computer to query, retrieves, maintain and distribute information from the Geographic Information System.
- Knowledge of computer mapping and data systems. AND knowledge of job related software applications.
- Transfers a wide variety of digital data into or out of GIS system
- Knowledge of county and department regulations, policies and procedures.
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with County activities and policies.
- Skill in operating such office equipment as a computer, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skill in public and interpersonal relations; Skill in oral and written communication.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Previous applicants should reapply.