

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Division of Geographic Information System
Classified, GRADE 10
40 Hour Week

GIS SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs highly skilled and specialized geographic information systems (GIS) related to geo-referenced databases and/or comprehensive property addressing for emergency response; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs highly responsible technical computer aided addressing and/or geo-referenced database development and maintenance. Work involves the application of GIS and computer aided drafting skills and knowledge. An employee in this class is assigned the responsibility for special projects or specific tasks from initiation to implementation.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; and some 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 reaching, lifting, 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 preparing and analyzing written or computer data, operations of machines, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Oversee design and development of geo-referenced data bases for a variety of GIS applications;

Draw and revise addressing maps with respect to assigning addresses;

Update map books and maintain database;

Plot, coordinate, and make graphic representations of variety of land features and utilities upon maps from field notes or data;

Research complex titles to find current owners and chain of title;

Perform detailed cartographic research to determine property line delineations, area and closure;

Review plans, deeds, and other document to determine compliance with generally accepted cartographic and statutory requirements;

Draw and revise property ownership and utility maps of the County with respect to individual towns and cities and the sections contained therein;

Digitize existing maps, perform updates to digitize maps, and make copies of plots/maps.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the principles and

practices of computer aided drafting as they apply to planning and mapping at the level of GIS Technician II; good knowledge of computer aided drafting (latest AutoCAD Release series) and Windows software; knowledge of the preparation of cartographic or addressing maps and graphics in general; some knowledge of surveying, civil engineering principles and advanced mathematics as may be obtained by completion of college level engineering courses; ability to coordinate and plan projects; ability to communicate effectively; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with at least three years experience in drafting work or completion of college level courses in civil or architectural engineering or drafting, latest versions of AutoCAD, ESRI ArcView GIS and Windows software; or any equivalent combination of experience and training which provides the required knowledge, skill and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Must pass testing for substance abuse and criminal background investigation. Direct deposit of pay required.

Employee Acknowledgment

Est. 07/01/07