



COSHOCTON COUNTY ENGINEER

Geographic Information Systems Technician Job Description

Supervisor: County Engineer
FLSA Status: Hourly, Non-Exempt
Salary Range: \$19.23 - \$ 27.00 per hour
Classification: Full Time (40 hours per week)
Location: Coshocton County Tax Map Office, 349½ Main Street, Coshocton, Ohio
Hours of Work: Monday – Friday 7:00 a.m. to 4:00 p.m.
Overtime: This position will normally not be subject to overtime

Summary: This position is available immediately as a full time position within our organization.

Essential Duties and Responsibilities include the following: perform day to day Tax Map operations, maintain, update, upgrade, and perform technical functions on the Geographic Information System (GIS) data related to the Engineer's Office. The person in this position will also work directly with the public answering inquiries about various land records related items including: boundary surveys, property legal descriptions and deeds, county addresses, floodplain permits, procedures for land development, etc.

Supervisory Responsibilities

This position will not have any type of supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Potential candidates must have a valid Ohio Driver's license, as some computer-related tasks take place at the County Engineer's Office at the county highway garage and some commuting is likely.

Education and/or Experience

High school diploma or general education degree (GED) is required for this position. A minimum of five (5) years of experience in computer aided design and/or Geographic Information Systems is required. An associate or bachelor degree or an Ohio Professional Surveyors license may be in lieu of this requirement.

Interpersonal Communication Skills – This position will involve interaction with the public, and it is essential for the operation of the office to have strong and well-developed interpersonal communication skills, both verbal and written. In addition, you must be able to work effectively in an environment which has many interruptions throughout the day.

General Office Skills – This position must have general knowledge of office operations including the use of telephones, copiers, fax machines, as well as various other office task and communications equipment.

Computer Training Skills – This position involves computer training duties that require a broad range of technological skills including being proficient in Microsoft Office applications such as Word and Excel:

Planned Future GIS Implementations

- Coordinate with various county agencies to assist with mapping needs and data requests.
- Develop maps and web applications utilizing ESRI software (ArcMap, ArcGIS Pro, ArcGIS Online).
- Perform analysis and produce maps in support of roadway and public utility projects.
- Design and create file geodatabases that employ topology, relationships, and domain classes.
- Compile geographic data from a variety of sources including digital sources, census data, satellite imagery, aerial photographs, and existing maps.
- Collect and process GPS field data.
- Advanced knowledge of ESRI software and toolboxes. This includes familiarity with SDE, ArcGIS Online, Collector for ArcGIS
- Ability to enter new map data through use of GIS software using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.