

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED IN-HOUSE ONLY BEGINNING
JULY 12, 2022 THROUGH JULY 18, 2022.**

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC
FOR JULY 19, 2022 OR UNTIL FILLED.**

On-line: <http://www.co.wayne.in.us/web/jobs/index.php>

JOB TITLE: GIS Coordinator, #10510

Date Posted: July 12, 2022
Department: Surveyor
Hours: 40 - Full-time
Annual Salary: \$26.90/per hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

Incumbent serves as GIS Coordinator for the Surveyor's Department, responsible for coordinating all facets of the county wide Geographic Information System (GIS).

DUTIES:

Supervises the coordination, development, implementation, operation, and maintenance of the County's GIS.

Consults with department heads regarding department GIS needs.

Creates customized maps and data sets as requested by departments.

Serves as project manager for projects involving data base or layer development.

Directs the County's Global Positioning Satellite (GPS) and surveys work and data processing.

Interprets legal documents used when updating or creating GIS Layers.

Surveyor/GIS

Provides Emergency response teams with data and maps for various emergency needs.

Assists lawyers, abstractors, and surveyors with interpretation of legal descriptions and various deed concerns.

Assists the public with property disputes and other concerns that may involve researching public records. Responds to questions and/or requests in a timely manner.

Assists in section corner location and re-establishment of section corners.

Assists in performing field work duties regarding regulated drains.

Serves on the Wayne County/Richmond GIS Technical Committee.

Responds to emergencies from an off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in surveying, cartography, geography, or related field with knowledge of computer programming preferred.

Working knowledge of database structures, data maintenance procedures, and advanced principles of cartography and surveying.

Ability to effectively communicate orally and in writing with co-workers, other County Departments, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to interpret, visualize, and analyze statistical and spatial data, and make determinations based on data analysis.

Ability to operate standard office equipment and various instruments, including computer, printer, calculator, vehicle, LEICA GPS receiver, Sokia Total Station, Lietz level, Ideal wide

format scanner, hydraulic hammer, various hand tools, and two-way radio.

Ability to understand, memorize, retain, and follow oral or written instructions.

Ability to present findings in oral or written form and write and edit reports.

Ability to work alone with minimum supervision and work with others in a team environment.

Ability to read and interpret detailed prints, maps, and surveys.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to occasionally work extended hours, weekends, and evenings and travel out of town for seminars and training, sometimes overnight.

Ability to occasionally respond to emergencies from an off-duty status.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent operates within general instructions, guidelines, and rules, incumbent selects the proper ones to ensure successful completion of assigned tasks. Incumbent performs a narrow range of regular duties which involve consideration of several variables, with relationships among them not always evident.

III. RESPONSIBILITY:

Incumbent performs duties according to occasional supervision with assignments guided by broad policies and/or general objectives. Work is reviewed for technical accuracy. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County offices, City offices, City parks, Economic Development, and the general public for the purpose of exchanging information and ideas.

Incumbent reports directly to the County Surveyor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office and outdoors/in the field, involving sitting and walking at will, standing/walking/sitting for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, bending at waist, close and far vision, depth and color perception, keyboarding, speaking clearly and hearing sounds/communication. Incumbent may work with or near chemicals, such as Ammonia and fumes, odors, dust, and dirt. Incumbent occasionally works extended hours, weekends, and evenings, occasionally travels out of town for conferences, sometimes overnight, and responds to emergencies on a 24-hour basis.

**APPLY AT: Human Resources,
Wayne County Government
401 East Main Street,
Richmond, IN 47374**

On-Line: www.co.wayne.in.us

Wayne County is an Equal Opportunity Employer