

Deputy Auditor – GIS Specialist

GENERAL JOB DESCRIPTION

The GIS Specialist, under the direction of the Chief Deputy Auditor, is responsible for developing, building, and maintaining geographic features, programs, and applications within the County's GIS, and performing Map Room duties of the office. In addition, general IT support to the office is required. The GIS Specialist works to assure efficient and effective service to taxpayers while carrying out the many responsibilities, duties, deadlines and projects within the department. The position is unclassified.

Hours: 7:30AM – 4:00PM Monday through Friday

The County Auditor's Office provides a wide variety of services to the public and other governmental entities, and serves as the primary administrative office for county government. As an employee of the Athens County Auditor's Office, personnel are expected to provide courteous and knowledgeable assistance in a professional manner in person, by telephone, e-mail, and by written correspondence. While individual staff members may be assigned a specific area of general responsibility, all staff members are expected to assist each other as needed, with an emphasis on cross training throughout the department. This job description is not intended to provide a complete list of duties that may be assigned to an employee.

TYPICAL DUTIES AND RESPONSIBILITIES

Job Duties

- Perform various Map Room functions including the review and approval of deeds, legal descriptions, and plats; update parcel information in ESRI database; and other tasks as needed.
- Provide daily management of the creation of new and maintenance of existing GIS features ensuring they are completed in compliance with the established policies and practices of the GIS Department.
- Assist with maintenance of online GIS applications and programs to ensure accessibility by the county GIS community.
- Provide continued accessibility of GIS application to the County GIS user community.
- Provide customer service and subject matter expertise to perform department functions by responding to map/data requests, inquiries, or questions from the public and/or other County Departments. Research, review, analyze and communicate on GIS matters. Provide training and assistance to the County GIS community. Answer questions and provide direction on how to better use GIS applications.
- Install, configure, maintain, and administer GIS applications.
- Implement policies related to network and computer hardware and software use, support, security, and backup. Provide technical support to auditor staff; resets user account passwords; installs, diagnoses, and/or replaces workstation or other IT-related hardware (e.g., printers, scanners, multi-function copiers, etc.).
- Attend conferences and participate in committees to improve processes.
- Attend all-staff meetings and take required training.
- Manage and update the Auditor's website
- Other tasks as assigned.

Knowledge and Skills

- Ability to work with as an effective team
- Experience with ESRI suite of GIS products and applications.
- Experience with GIS systems installation and administration.
- Proficient with Microsoft Office products and online business tools.
- General knowledge of Real Estate CAMA systems.
- Knowledge of surveying techniques with ability to read and interpret deeds, surveys, and legal descriptions.
- Detail oriented and the ability to easily identify errors
- Ability to multi-task effectively
- Ability to meet numerous deadlines and manage multiple projects
- Must be punctual and reliable
- Professional dress and demeanor required

MINIMUM QUALIFICATIONS

Education and Experience Required

- Requires Associate Degree in GIS, Planning, Geography, Surveying, or an associated field
- 2+ years of GIS experience with demonstrated leadership
- Excellent verbal and written communication skills
- Extensive customer service and problem-solving skills
- Must possess a valid State of Ohio Motor Vehicle Operator's License

Preferred Candidate

- A Bachelor's degree from an accredited university with a major in a GIS, Planning, Geography, Surveying, or associated field
- 5 years GIS experience with demonstrated leadership
- GISP certification
- A strong background in real estate valuation and legal issues surrounding ownership and conveyance of real property
- Experience working with the real estate application IAS World
- Real Estate appraisal or assessment experience in a county auditor's office
- IAAO Cadastral Mapping Specialist designation