POSITION ANNOUNCEMENT

GIS TECHNICIAN II
INFORMATION SYSTEMS DEPARTMENT

Salary Range (minimum to midpoint): $39,076.13 - $48,473.94 per year

This is a full-time, 40 hour per week position which includes a full range of benefits including Paid Time Off, Extended Medical Leave, Holidays, Employee Health, Dental, Life, Disability, Retirement, and Tuition Assistance programs.

JOB DESCRIPTION: The purpose of this position is to perform visual and computer quality control checks on facility and/or land base data. This individual will ensure map products reflect correct geographic location of facilities and have standard of cartographic quality. The work is performed under the supervision of the GIS Services Manager.

- Enters new map data from digital files, CAD drawings, and physical maps.
- Performs quality control checks of other GIS work.
- Responds to basic ArcGIS troubleshooting requests from internal and external users.
- Completes map and data requests from internal & external customers.
- Maintains existing GIS data sources.
- May collaborate with other government agencies to improve data sharing and quality.
- Trains/mentors junior staff members.
- Collects and documents project requirements.
- Uses official records including legal descriptions, subdivision plats, and recorded land surveys to determine right of way, property boundaries, zoning and districting.
- Collects, analyzes, interprets, and edits geographic information provided by aerial photography, county data sources, or external sources.

REQUIREMENTS:

- Education
  - Bachelor's degree in Geography, Computer Science, or related field is preferred.
• Job Experience
  • 1-2 years of professional GIS experience or educational equivalent.

• Knowledge, skills and abilities
  • Basic knowledge of Esri GIS software is required.

• Employment is contingent on successfully passing a full criminal background check.

**TO APPLY:** All applications must be submitted only through our Self-Service Website at [http://hr.sccmo.org/hr](http://hr.sccmo.org/hr). We do not accept faxed, e-mailed or print applications.

Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free workplace. A pre-employment drug screen is required for all positions.

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