



LARAMIE COUNTY

JOB DESCRIPTION

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| TITLE: | GIS Specialist | FLSA: | Non-Exempt |
| DEPARTMENT: | Various | REVISED: | |

Summary: Under general supervision, performs data maintenance, compilation and retrieval of Geographic Information System (GIS) data; provides requests for services, special maps, and assistance to County staff and residents.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Updates and maintains the County's GIS databases according to department's policies and procedures; assists in cleaning up data and making corrections in response to changes and additional data sets integrated into GIS; updates the digital data layers and creates corresponding maps.
- Performs quality control checks to assure integrity of GIS data and applications.
- Produces special purpose maps for County departments and public agencies as directed; uses established GIS software programs, commands and compilation methods to generate and utilize spatial overlays.
- Creates frequently used maps of Laramie County such as zoning maps, General Plan maps, District Boundaries and other maps for sale to the general public and available to County departments; develops maps in accordance with established technical guidelines.
- Enters and compiles data; enters data attributes, checks for errors, and verifies accuracy; makes required corrections, and edits and refines GIS data.
- Provides assistance to departments, clients and general public in obtaining information; researches and compiles materials and maps.
- Produces digital copies of County data as requested; files, tracks and maintains release forms; maintains maps and records.
- Compiles and analyzes a variety of plans, reports and user statistics.
- Administers County addressing program; reviews and assigns County addresses as applications are received.
- Assists in the administration of the various Laramie County land use regulations.
- Coordinates all County road establishment/alteration/vacation petitions, notices and scheduling for consideration; maintains and updates department files on all County roads; performs research on road history as requested.
- Performs basic maintenance duties; keeps the computer equipment clean, and performs other preventive maintenance functions; cleans and maintains graphics equipment.
- Maintains an accurate report of equipment and software malfunctions.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of soils and resource areas pertinent to agricultural land classification.
- Knowledge of County organization, goals, objectives, policies, procedures.
- Knowledge of principles and practices of geographic information systems, including computerized data compilation techniques, data manipulation procedures, and file management standards.
- Knowledge of the principles of land planning, land surveying, and community development.
- Knowledge of the principles of cartographic technology and GIS application software.
- Knowledge of County land use regulations and County statutes.
- Knowledge of principles and capabilities of computer systems, including networked environments and peripheral devices.
- Knowledge of State of Wyoming computer assisted mass appraisal system (CAMA).

- Skill in using GIS application software, including ESRI's ArcGIS and ArcView software.
- Skill in operating a personal computer utilizing a variety of hardware, software, peripherals and operating systems.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff and the general public.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

A Bachelor's Degree in Geography, Planning, or relate field, OR and Associates Degree in Information Technology with a GIS emphasis, AND two year's GIS computer systems work experience; OR equivalent combination of education, training and experience. Some incumbents must achieve and maintain State of WY Property Appraiser certification.