

The County of Huron is seeking applicants for the full-time position of GIS Coordinator. The purpose of this position is to oversee the operations of the County's GIS/Tax Mapping Department. Candidates for this position should possess the ability to function in a supervisory capacity for a group of workers and make decisions on procedural and technical issues; and must be a self-starter and meticulous. Bachelor's degree in geographic information systems, or a closely related field; supplemented by a minimum three (3) years of experience preferred. Excellent benefits package. Please send resume to the Huron County Board of Commissioners Office, 250 E. Huron Ave., Room 305, Bad Axe, MI 48413. The job description can be viewed on the County's website at www.co.huron.mi.us. Application deadline is December 15, 2023. Huron County is an equal opportunity employer.



HURON COUNTY
Job Description

POSITION TITLE	GIS Coordinator
POSITION NUMBER	A.NU.1752
DEPARTMENT(S)	GIS/Tax Mapping
REPORTS TO	Board of Commissioners
PAY GRADE	180
FLSA STATUS	Non-exempt

JOB SUMMARY: Under general direction, the purpose of the position is to oversee the operations of the GIS/Tax Mapping department. Employees in this position perform managerial work. Responsible for tasks related to creating, maintaining, planning, and coordinating Geographic Information Systems (GIS) data and applications by establishing a central data and applications source available for county department use. Functions as technical expert and serves as project manager and/or technical team leader in design, development, testing, implementation and maintenance of county GIS applications, tools, associated layers and databases. Performs related work as directed.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Maintain and monitor GIS infrastructure and manage the data content and quality.
- Extract and organize data and perform control operations to ensure the accuracy and completeness of all data.
- Research and verify legal descriptions and boundaries. Assist in verifying property ownership and identify potential property conflicts. Address requests for property splits or combinations.
- Assist in development and maintenance of aerial photography layer.
- Use software and tools (GIS and non-GIS sources) to integrate multiple specialized databases.
- Meet with department heads to establish project requirements and priorities. Plan methodologies, workflows, timelines, and costs.
- Produce digital and hard copy maps.
- Research emerging GIS technologies and develop plans for testing and implementing software/system upgrades.
- Supervise GIS staff.
- Provide County, City, Township and other partners with training and expertise to help them achieve their GIS needs.
- Develop and enforce County policies, procedures and standards.
- Create, update and maintain County mapping layers.
- Assist with the development of the annual GIS budget.
- Provide other GIS related services as may be required.
- Assists other departments with problem deeds and descriptions.
- Performs related duties as directed.

MINIMUM EDUCATION/EXPERIENCE REQUIREMENTS:

- Bachelor's degree in Geographic Information Systems or related field

- Supplemented by minimum three (3) years previous experience and/or training in the uses and operations of geographic information systems
- Or an equivalent combination of education, training, and experience

JOB QUALIFICATIONS/PERSONAL QUALITIES:

- Knowledge of best practices in GIS mapping for municipal practices.
- Skill in the use of office equipment and technology including GIS relational databases, other relational databases, personal computers, and related software including Microsoft Office, ArcGIS Pro, and extensions. Skill in the use of ArcGIS for Server web mapping components and ArcGIS Online is a major plus.
- Proficiency in spreadsheet and database management.
- Able and willing to master new technologies.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with other departments, employees, governmental agencies as well as other professional contacts.
- Ability to communicate effectively and present ideas orally, through presentations and in writing.
- Ability to prioritize and coordinate tasks requested by department heads.
- Ability to critically assess situations, solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Possess and maintain a valid driver’s license.
- While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is required to view and produce written reports. The employee frequently is required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must frequently lift and/or move items of light to moderate weights.

WORKING CONDITIONS:

- Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Huron 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.

EFFECTIVE DATE	AUTHORIZED SIGNATURES
	Todd Talaski, Personnel Committee Chairman
Effective: October 11, 2023 Revised:	Jodi M. Essenmacher, BOC Executive Assistant

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The above statements are not intended to be construed as an exhaustive list of duties and responsibilities that may be performed by a person so classified.