

Job Description: ASSISTANT GIS SPECIALIST

Class No. 918
Position No. 620-8420
Pay Group: 11

Department: Road and Bridge
EEOC Category: Administrative Support
FLSA: Non-Exempt

SUMMARY OF POSITION

This position assists in collection of geographical data, printing maps, researching flood plain data, addressing and maintaining addressing database.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Road and Bridge Administrator
2. **Directs:** This is a non-supervisory position.
3. **Other:** Has frequent contact with the general public, businesses, employees and officials in other county departments and political subdivisions within the county.

EXAMPLES OF WORK

Essential Duties:*

Addresses new parcels within the county.

Maintains addressing database.

Prints images and maps.

Researches flood plain maps.

Assists GIS Administrator on projects as assigned.

Performs other duties as assigned.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

CLASS NO. 918 (cont.)

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Computers with standard word processing and data software, ability to learn GIS Software.

Skill/Ability to: Operate standard office equipment, including computer with standard word processing equipment and to prepare reports in a systematic, neat and legible manner; establish and maintain effective working relationships with co-workers, the general public, and representatives of local, governments; demonstrate proficiency in both oral and written communication.

ACCEPTABLE EXPERIENCE AND TRAINING

High School graduation, or its equivalent; plus at least one year experience inputting computer data, managing software or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

A Valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

COMMENTS

Guadalupe 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 employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
918-Assistant GIS Specialist**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee’s Personnel File.