

LEE COUNTY PROPERTY APPRAISER POSITION DESCRIPTION

GIS TECHNICIAN

Department: GIS
Reports to: GIS Manager

FLSA Class: Non-exempt

POSITION OBJECTIVE & SUMMARY

Performs a wide variety of technical duties that assist in the management of geographic information system (GIS) data.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Assist with the preparation, reproduction, and distribution of drawings, maps, graphics, displays, and other related documents.
- Interact with desktop computers, point-of-sale (POS) equipment, scanners, copiers, printers, plotters, and phones; analyze and troubleshoot equipment problems; communicate with internal technical resources to resolve issues.
- Utilize ArcGIS Parcel Fabric editing tools to create, modify, retire parcels and input pertinent attribute data.
- Coordinate Geometry (COGO) input of the following into ArcGIS Parcel Fabric: subdivisions, condominiums, parcel splits and combinations, annexations, ordinances, right-of-way taking and vacation, easements, leasehold agreements, and separated rights.
- Extract, transform and load data from AutoCAD into ArcGIS Parcel Fabric.
- Ensure accuracy of new parcels by confirming proper closure and coincidental boundaries with adjacent parcels, lots and blocks.
- Maintain and assign parcel numbers to new or modified parcels.
- Input ownership, sale, units of measure, abbreviated legal descriptions, legal dates, surveying company, and various codes found on recorded documents into LCPA software programs.
- Perform complex parcel and title research which may require contacting title companies, attorneys, engineers, and property owners to clarify information.
- Perform quality assurance routines on GIS cadastral data to ensure consistency, accuracy and uniformity.
- Provide testing and verification for GIS software enhancements, upgrades, and interfaces.
- Work closely with end users to identify GIS requirements, technical issues and training needs.
- Conduct user applications training classes; respond to and resolve user inquiries; maintain user documentation.
- Perform record keeping and inventory of documents, data sources, and map files for future reference; prepare data for archival storage.
- Develop standard and custom reports as specified by department and user requirements.
- Communicate effectively and professionally, verbally and in writing, with management, colleagues and the general public.
- Attend conferences, workshops, classes, and webinars to remain current on GIS technology.

COMPETENCIES: KNOWLEDGE, SKILLS & ABILITIES

- Advanced knowledge of document scanners/printers and large-format plotters; ability to perform daily maintenance on equipment.
- Understanding of partitioning of lands including townships, sections, plats, tracts, blocks, lots, parcels, right-of-way, easements, and land uses.
- Knowledge of algebra, geometry, trigonometry.
- Ability to interpret deed descriptions that contain bearings, azimuths, curves, field angles, monuments, rectangular land surveys, and plats.
- Knowledge of and ability to utilize the terminology, concepts, principles, and practices of GIS.
- Skill in the use of Microsoft Office Suite, SQL Server, Python scripting, AutoCAD, ArcGIS for Desktop and Server, and ArcGIS Online software beneficial.

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- Ability to respond to mapping needs of general public, interested parties and requesting agencies.
- Ability to prepare GIS maps, reports, spreadsheets, letters, and memorandums.
- Ability to investigate and analyze information and draw conclusions; capacity for giving and receiving accurate and reliable information.
- Ability to effectively utilize analytical and decision making skills to troubleshoot problems.
- Confidence in giving presentations and providing one-on-one or classroom training to colleagues.
- Ability to learn county, state, and federal regulations, ordinances, and laws as applicable.
- Ability to establish and maintain working relationships with colleagues, the general public and members of the professional community.

EDUCATION / EXPERIENCE / LICENSING

Bachelor degree from an accredited college or university in geography, engineering, mathematics or computer science with coursework in GIS; or graduation with a two (2) year degree in geography, computer science, engineering, or construction with two (2) or more years' experience working daily with GIS in a utility, engineering, or government environment. Attainment of Certified Florida Evaluator (CFE) designation with IAAO course 600 as an elective required within two (2) years of hire.

WORK ENVIRONMENT & PHYSICAL DEMANDS

The work is performed in an office setting with prolonged periods of sitting and some standing, bending, stooping, squatting, and/or reaching. Specific vision requirements include color perception and focus on a computer monitor for approximately 90% of the work day. Frequent lifting of up to 10 pounds and occasional lifting of up to 35 pounds.

OTHER DUTIES

This position description does not constitute an employment agreement between the employer and employee. The listed job specifications should not be construed as a comprehensive listing of activities, duties or responsibilities that are required of the incumbent. Duties are subject to change at any time as the needs of the employer and requirements of the job change.

Date: October, 2015