# LEAVENWORTH COUNTY JOB OPENING
## VACANCY #25-3-6

{Please reference this number on the job application.}

**POSITION:** GIS Analyst, GIS Leavenworth, KS

**SALARY:** $28.64-$31.00 /hour (Full-Time, Benefits Eligible)

<u>County Employees</u>: May submit their application to the Human Resources Department, 1st Floor Room 104, in the County Courthouse, via email to hr@leavenworthcounty.gov, or via fax to (913) 684-1028.

<u>General Public:</u> May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov  or fax the application to **(913) 684-1028**.  Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under *Information>Employment Opportunities> Leavenworth County Application*.

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*THE POSITION CLOSES WHEN FILLED*
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## LEAVENWORTH COUNTY JOB DESCRIPTION

**TITLE:**        GIS Analyst                        **DEPARTMENT:** GIS Department
**PAY LEVEL:** Level 20 ($28.64/hr to $31.00/hr)        **EXEMPT/NON-EXEMPT:** N
**LOCATION:**  Leavenworth County Courthouse        **SUPERVISOR:** GIS Director
**SUPERVISES:** No

| <u>PERCENTAGE OF TIME</u> | <u>ACCOUNTABILITIES</u> |
| --- | --- |
| 40% | 1Professional experience utilizing ArcGIS Online and associated tools, including Survey123, Field Maps, Experience Builder, and web applications. Technical Knowledge of GIS Software.  Stay updated on ESRI ArcMap Software through classes and hands-on education. |
| 35% | 2. Public Relations and communications, Professional relations with taxpayers, contractors, other offices and municipalities. |
| 15% | 3. Maintain paperwork on billing, sales, petty cash, budget line items, etc. |
| 5% | 4. Personal Appearance: projects a professional appearance by taste in dress and personal hygiene. |
| 5% | 5. Safety: familiar with procedures related to the use and handling of ammonia used in blueprint machines. |

<u>SCOPE</u>

Formats and generates a variety of GIS products, including standard and custom maps map series and standard map templates. Maintains, updates, and designs shapefiles and geospatial databases; extracts cleans, adjusts, and converts data and information from non-GIS systems into GIS formats; uses scripts, queries, and other tools to obtain and/or correct missing or incorrect spatial and attribute data. Assists in designing, developing, testing, and implementing GIS applications to meet customer needs and organization requirements. Utilizes ArcGIS Online and Portal for ArcGIS to create web maps and related applications. Finds, obtains, downloads, and organizes data. Performs quality control operations to ensure the accuracy and completeness of all data.

Read property legal descriptions, plats, and surveys and draw them on mylar maps. Create and edit digital maps in coverages and shapefiles using ESRI ArcMap Software. Add annotation and text to digital map layers. Link excel spreadsheets created from downloading data from county Appraiser's CAMA files to make specific maps. Digitize subdivisions, agricultural maps, etc. using a digitizer tablet. Create requested maps delineating parcels selected by graphic tools or querying map layers using ArcMap tools such as Buffer. Perform QC work on map layers using ArcCatalog and ArcView. Create ArcReader maps using ArcPublisher Software. Manage aerial photos and vector layers with ArcSDE. Convert Arc coverages to GeoDatabases. Plot large-format paper maps from digital files. Work with all county departments that use maps to identify their needs and supply sufficient mapping support for their office to function. Manage all other GIS personnel in the office and ensure Emergency Service NG911 and Appraiser's office map work is completed accurately and meets all deadlines.

<u>KNOWLEDGE AND SKILLS</u>: (*Required prior to employment)

1. Knowledge of office policies and procedures.
2. Knowledge of the principles, techniques, and equipment used with ESRI ArcMap software.
3. Knowledge of legal terminology concerning land descriptions
4. Work collaboratively and independently as a member of an integrated office environment
5. Flexibility to take direction from multiple reporting seniors
6. Knowledge of land surveying sufficient to convert data for mapping
7. Knowledge of property transaction records located in the County departments.
8. Knowledge of photogrammetry and geo-referencing digital images.
9. Knowledge of data input and conversion capabilities to allow graphic and non-graphic data to be converted separately and linked together at a later date using Excel, Access, and ArcMap.
10. Knowledge of graphic routine that calculates the area of a parcel and the knowledge to locate database records by graphic element.
11. Ability to meet project deadlines and understand how assigned tasks related to project goals.
12. Ability to understand the big picture of a project and how that relates to the GIS tasks at hand.
13. Skill in performing complex map drafting and computing areas and closures from legal descriptions and maps using algebra, geometry, and trigonometry.
14. Skill in operating and maintaining map reproduction equipment, such as blueprint machines, large-format plotters, scribe and radiograph pens, protractors, engineer's scales, a land compass, and other equipment necessary for map preparation.

15. Skill in interpreting and reading various types of maps.
16. Skill in verbal and written communications and public speaking.
17. Skill in computer data entry, access, and revision.
18. Skill in combining Orthophotos and many other digital map layers in various world projections using ESRI ArcMap software to produce final maps.
19. Skill in accessing the workstation and file creation, setup, and design of digital map layers.
20. Skill in business telephone etiquette.
21. Skill in Microsoft Word, Excel, and Access.
22. Self-motivated to learn new GIS skills and continuously improve on existing skill sets.

ILLUSTRATIVE TASKS (This is not an inclusive list; other tasks/duties may be assigned.)

1. Calculates and transfers the dimensions of properties onto Orthophoto maps, places Mylar overlays on Orthophoto maps, and adjusts the overlay to real-world coordinates. Computes measurements to map scale using engineer's scales, angles, protractors, templates, and planimeters for square footage. Makes geometric and algebraic calculations to identify area radii, bearings, lengths, deflection angles, and distances to points along curves. Depicts measurements by graphics for mapping, converts archaic measurement standards on old maps into standard measurements, and compensates for photo distortion in calculations due to splicing or topography of the land.

2. Digitally creates and corrects property dimensions, lot numbers, plat blocks, etc., as annotations in ESRI digital layers. Transforms and adjusts digital map layers in various map projections.

3. Operates and maintains map reproduction equipment, setting gauges to appropriate settings, adjusting the timing switch to the proper speed, inserting Mylar overlay into blueprint machinery, and checking settings. Runs a copy through developer operation, periodically replacing ammonia and bulbs and performing other routine maintenance.

4. Researches historical ownership of property by researching ownership books in the Register of Deeds Office.

5. Researches events and sites of historical significance in Leavenworth County through books, maps, records, and site visits.

6. Transfers data from Mylar maps through digitizing and using precision key-in to update geographical information system.

7. Creates cells and cell libraries for efficient computer use.

8. Manipulates reference files, and designs computer formats and graphic elements.

9. Establishes level symbols for future use according to text, line configuration, weight, and color.

10. Merge new maps to the master base map files and uses plotters to plot maps.

11. Converts digital CAMA data to excel tables and links them together with ESRI software to create graphic maps and query data results.

12. Use graphic operations to maintain graphic and non-graphic data.

13. Creates clean digitizing line work through application software.

14. Logs all certificates of survey and new subdivisions in alphabetical order to update the database.

15. Performs backup files on daily work files.

## ENVIRONMENTAL DEMANDS

Work is performed in a modern office setting.

## MINIMUM QUALIFICATIONS

- Minimum of a Bachelor's degree in Geography, Cartography, geology, geomatics engineering, **or** a related field with an emphasis in GIS (or a GIS certificate).
- Significant experience working with and applying the Esri ArcGIS Platform (Desktop, ArcGIS Online) to a wide variety of project types.
- Proficient with Esri ArcGIS Desktop software (i.e., ArcPro, ArcMap, ArcCatalog)
- Strong foundation in data acquisition, data management, data analysis, data models, SQL database, and data editing.
- Understanding of remote sensing general principles and applications (e.g., LiDAR) and experience using derived data products (e.g., las dataset, DEM, DSM)
- Basic experience with Python scripting to automate tasks and/or strong interest in developing a Python scripting skillset
- A minimum of 4-5 years of professional applied experience providing GIS services
- Must have a valid driver's license.
- GISP is an asset but not required
- Also, refer to the asterisks in the KNOWLEDGE AND SKILLS section of this job description.

## ADA/PHYSICAL DEMANDS

1. Vision.          Must be adequate for data entry, drafting, digitizing, and reading microfiche and a variety of documents.  Cannot be color blind.
2. Hearing.          Must be adequate for normal conversation and telephone communication.
3. Speech.          Must be able to speak English clearly and clarify or give detailed facts and information.
4. Standing.          20% of the time – some standing when filing or researching records or when doing on-site research.
5. Walking.          30% of the time – required when doing on-site research and when going between work stations or when going to other departments.
6. Sitting.          50% of the time – while doing drafting, digitizing, and related clerical duties.

7. Lifting/Carrying          50 pounds – requires some lifting of records, inserting and retrieving Mylars from file drawers, and loading paper rolls into plotters.
8. Pushing/Pulling          40 pounds – minimal requirement, inserting and retrieving Mylars from file drawers.
9. Climbing/Balancing          Requires some ability to climb and walk through rural and undeveloped areas when doing on-site research.
10. Stooping/Kneeling          Considerable stooping and kneeling are required when filing and when photographing sites.
11. Reaching/Handling          Considerable reaching and handling are required on most tasks.

I have read the job description and understand the content.

NAME_____    DATE_____