

Orangeburg County

Title: Senior GIS Analyst

Class Code: **FT** **PT**
 Exempt **Non-Exempt**



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COUNTY**
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General Description

Under general supervision, performs geographic information needs assessment for more complex end user applications.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Performs and/or reviews tax parcel splits and related tasks
- Designs spatial data and associated databases
- Assists with activities of the County's UAV either as pilot or assistant
- Assists in the implementation of new policies, procedures, and practices within the department.
- Serves as a liaison between the GIS department and outside groups, departments, or organizations.
- Promotes, in a positive and professional manner, the objectives of the organization and the department.
- Acts as a major participant in the developing and implementing of standards.
- Authors more complex programs and customizes GIS software to support applications.
- Assists in capacity planning for data storage, processing, and networking impact of GIS applications and creating metadata.
- Performs spatial data administration support and advanced spatial analysis for complex projects.
- Meets with users to perform system analysis of the geographic information requirements and prepares reports of such findings as assigned by the Director.
- Utilizes GIS software to perform spatial analysis for more difficult special projects working with a team of users, from the County and other organizations, involving a major policy area or concern.
- Participates in evaluation, at an advanced level, of new GIS software or new releases of existing software and can perform problem analysis and resolutions on difficult problems.
- Creates metadata and works with user data providers to generate appropriate metadata.
- Teaches staff new or changed aspects of new software releases or new software packages for GIS.
- Assists the Director of GIS in reviewing data as needed.
- Performs other duties and related work as instructed and assigned.

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Supervisory Functions:

This job has no supervisory responsibilities.

Minimum Education and Experience Requirements:

Associates degree (A. A.) or equivalent from a two-year college or technical school; or have courses at a technical or vocational school in GIS, civil engineering, computer science, or related field; and two years of experience in computer systems/software use and applications. Data processing and accounting skills desired. Must have a minimum of two years' experience reading deeds and plats. A proficient understanding of GIS is required. Experience with ESRI's suite of GIS applications is preferred.

Special Certifications and Licenses:

Must possess a valid South Carolina driver's license. FAA Part 107 UAV pilot certification is desired but not required.

Reasoning Ability, Mathematical and Language Skills:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Physical Demands:

The physical demands 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear.



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The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Unavoidable Hazards (Work Environment):

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

Americans with Disabilities Act Compliance:

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Senior GIS Analyst. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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