

SAGINAW COUNTY JOB DESCRIPTION

TITLE: Seasonal GIS Technician

FLSA: Non-exempt

POSITION SUMMARY: Under the direct supervision of Operations Manager and Director, assists with GIS tasks, including development and maintenance of treatment maps using ESRI ArcGIS Desktop, Pro, and Online as well as other ESRI based mosquito control GIS software. Assists staff with GIS workflows. Performs projects meeting mosquito control needs and coursework requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist in the maintenance and development of Mosquito's GIS such as creating, editing and maintaining geographic information system layers using ESRI GIS technology; performing data analysis using GIS technologies; and producing a wide variety of maps, technical reports and related exhibits.
2. Develops an understanding of basic GIS procedures and techniques specific to geodatabases.
3. Assists departments in integrating GIS into process workflows.
4. Coordinates changes to the GIS system with external vendors.
5. Identifies GIS opportunities in existing mosquito control software and equipment.

INCIDENTAL DUTIES AND RESPONSIBILITIES

1. Assists with developing training that promotes staff understanding of GIS workflows.

(The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.)

REPORTING RELATIONSHIPS

Reports to: Director and Operations Manager

Supervises: None

WORKING CONDITIONS/ENVIRONMENT

Works in an office environment. Occasional driving and field surveys. Use of computers and mobile devices.

QUALIFICATIONS

Education:

Undergraduate degree (achieved or in-process) with experience and/or coursework in data analysis, GIS, geography, spatial analysis, cartography, and/or programming.

Experience:

None

Knowledge, Skills and Abilities: Basic understanding in ESRI ArcGIS 10.x. Exposure to ESRI ArcPro and ArcGIS Online preferred. Ability to problem solve and work independently. Ability to read and create maps, keep simple records, communicate with people effectively in a polite and courteous manner.

Physical/Mental Requirements: Attention to detail and the ability to work well independently and in collaboration with others. Visual acuity to read maps, fill out forms, use computers and mobile devices. Hearing acuity to listen and communicate in person and on the phone. Manual dexterity to handle equipment.

Ability to drive an automobile, possess valid Michigan Driver's License and good driving record. Ability to walk on rough terrain and walk through water. Mental capacity to follow instructions, use judgement, and make sound decisions.

(Listed qualifications are for guidance in filling this position. Any combination of education and experience that provides the necessary knowledge, skills, and abilities will be considered; however, mandatory licensing or certification requirements cannot be waived. Physical/mental requirements cannot be waived unless specifically indicated.)