

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

GIS Analyst I (PS101022)

DEPARTMENT: GEOGRAPHIC INFORMATION SYSTEMS

JOB SUMMARY/ESSENTIAL FUNCTIONS: The GIS Analyst I is responsible for the organization's overall GIS functions and provides GIS support in the daily maintenance and presentation of geographic data. This position works across and supports several organizational departments due to the organization's collective dependence on various aspects of the GIS system. Performs complex editing tasks, GIS analysis, geoprocessing and general ArcGIS Geodatabase queries; operates numerous hard-copy output devices and creates standard system products and cartographic presentations of GIS themes as directed by departmental staff. The GIS Analyst I is tasked with quality assurance duties to ensure validity and accuracy of departmental GIS data layers and the ArcGIS Geodatabase. Coordinate technical GIS projects with outside systems, vendors and county staff. Provide GIS technical support for new and existing GIS users. Assist with maintaining GIS software, including installation, upgrades and patches. This position regularly interacts with staff, elected officials, external agencies, contractors and citizens in conveying technical information. Therefore, must be able to deal courteously and effectively with fellow employees and citizens. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in geography, GIS or related field and three (3) years of related experience with GIS concepts and applications; or equivalent combination of education and experience.

Experience with ArcGIS 10.x, Adobe Creative Suite, Microsoft Office and Microsoft Windows.

Extensive knowledge or experience with ArcMap Advanced for Desktop, GIS analysis, complex feature editing and geoprocessing.

Knowledge or experience with one or more of the following: ArcMap extensions, Python, ArcGIS Geodatabases and Microsoft SQL Server highly preferred.

Experience with cadastral mapping and Coordinate Geometry (COGO) data input is preferred.

Ability to interpret complex information and troubleshoot hardware, software, and network issues with strong problem solving skills.

Excellent oral and written communications skills are required.

Must be able to work autonomously, be organized, detail oriented, and efficient at multi-tasking.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK:

This position is classified as non-exempt and reports directly to the GIS Director. Thirty-seven and one half (37.5) hours per week. Must be flexible to work anytime during normal office hours Monday through Friday 9:00 a.m. until 5:00 p.m. Scheduled hours/days and location subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

GIS Analyst I – Grade: C36

Entry Level Bi-Weekly Pay Range: \$1,618.66-\$1,861.46

Date of Posting: 06/19/2015

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an at-will basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.