EMPLOYMENT OPPORTUNITY

GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR

SALARY AND BENEFITS
$29.03 - $38.46 per hour, plus benefits package

FILING DEADLINE
Open until filled.

DUTIES AND RESPONSIBILITIES
Under the direction of the Planning and Building Services Director, plans, coordinates, oversees and participates in the development, implementation, integration, operation, and maintenance of the County's geographic information system (GIS) and permit system. The major duties of the job include:

- Plan, direct, and participate in the acquisition, installation, administration, and operation of the County's geographic information system (GIS) and permit system; oversee software release installs and updates for both systems.

- Coordinate, train, and instruct staff in the operation of the geographic information system and permit system.

- Oversee and participate in providing graphic services including preparation, layout, and design of a variety of reports, displays, literature, maps and computer graphics; ensure the accuracy and completeness of digital GIS maps and data files.

- Supervise the use, care and operation of GIS equipment.

- Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

- Serve as project lead for special GIS projects including the planning, system integration, database development, implementation and application development; meet with various GIS users and Information Services management to plan and discuss system requirements; provide project status updates as needed.

- Serve as system administrator for GIS ensuring that application software and hardware operates efficiently and meets the County's needs for information technology; update layers as changes occur.

- Integrate GIS with other computer applications; meet with users and review requests; develop and tailor applications to meet user needs; prepare documentation.

- Oversee the design and development of all databases associated with the GIS base map including relational databases; develop standards and strategies for maintaining database security.

- Plan and develop County-wide user training for geographic information systems and permit systems; develop policies and procedures for users and output requirements for GIS services.

- Coordinate the design and development of user-specific GIS databases and permit types; configure system operational functions; prepare reports as necessary.

- Research and investigate geographic information system industry techniques and products; evaluate and recommend GIS software and hardware systems.

- Coordinate with software and hardware vendors as well as service consultants on planning issues, price quotes, problem reporting, and contracts.

- Coordinate GIS and permit system activities with other staff, the public and private agencies as needed.

- Represent County geographic information systems interests to various governmental agencies, professional organizations, and to the community as needed.

- Attend and participate in professional group meetings, seminars and trainings in order to stay abreast of new trends and innovations in the field of geographic information systems technology.

- Perform related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree or advanced degree with a major in geographic information systems, information technology, civil/structural engineering, architecture, or a closely related field is preferred (job related geographic information experience may be substituted on a year-for-year basis).

Experience: Four years of increasingly responsible geographic information systems experience.

License: Possession of or ability to obtain a valid California driver's license.

SELECTION PROCESS
Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY
An application may be obtained from the Personnel Office at the address listed below or by visiting our website at http://lassencounty.org. It is your responsibility to provide specific, accurate, and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department   ☎(530) 251-8320☎
221 South Roop Street
Susanville, California 96130   Updated: March 21, 2024

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicant.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.