



Winnebago County

The Wave of the Future

JOB POSTING

<u>POSITION TITLE:</u>	GIS Specialist
<u>LOCATION:</u>	Land and Water Conservation
<u>HIRING RANGE:</u>	\$61,864-\$68,738/Yr.
<u>STATUS:</u>	Full time
<u>HOURS PER WEEK:</u>	40
<u>WORK HOURS:</u>	8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION

May 2024

<u>POSITION TITLE:</u>	GIS Specialist
<u>DEPARTMENT:</u>	Land and Water Conservation
<u>PAY BASIS:</u>	Salaried

PURPOSE AND SUMMARY:

Responsible for administrative and technical functions of the department's Data Management and Geographic Information System (GIS) in support of land and water resource management programs and services. Identify, recommend and deploy new technology and applications to support and improve overall department functions and efficiency. Work cooperatively with other departments and government agencies in support of related projects, programs, and database management.

ESSENTIAL FUNCTIONS:

1. Provides geospatial support and services across GIS/CAD/GPS platforms to include: mapping, troubleshooting, training, data development, data conversion, GPS data collection, GPS equipment management, and application development.

2. Serves as technology lead for the department, recommending new technologies, and working cooperatively with Information Systems Department to develop new applications and manage hardware and software upgrades. Leads data management within the department.
3. Coordinate with the GIS Manager from the Planning and Zoning Department to ensure all data and application development and deployment are consistent with County GIS and IS standards. Manage and lead Unmanned Aerial Vehicle (UAV) program to ensure FAA compliance and develop drone imagery products to support the Land and Water Conservation Department mission.

ADDITIONAL ESSENTIAL DUTIES:

1. Creates and updates layers of GIS data specific to department applications such as best management practice locations (such as waterways, manure storage structures, shoreline protection areas), cropped field boundaries, and specific land cover inventories, using ESRI GIS software.
2. Incorporates data into the GIS from a variety of sources including landowner files, Global Positioning Systems, digital orthophotographic interpretation, Civil 3D designs, and Lidar.
3. Creates custom web maps and applications for LWCD and other departments employing ArcGIS Server software.
4. Manages GIS, Civil 3D, and GPS software, firmware and hardware upgrades.
5. Develops goals for department technology needs, including identifying additional applications and incorporating new technology.
6. Provides appropriate levels of training and support to department staff in the use and application of the GIS, including its functions and associated software components.
7. Works cooperatively with other Winnebago County departments, and other agencies and units of government, in support of related projects, programs and data base management.
8. Create and manage publication of Winnebago County Plat book as required.
9. Assists with updates to the department's social media sites.
10. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Director of Land and Water Conservation.
2. Works with other Winnebago County department staff and directors.
3. Works with other regional county organizations and county staff.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree or higher from an accredited institution of higher learning, preferably in Geography, Geographic Information Systems or a related field.
2. An Associate's degree will be considered with 5 or more years of related work experience performing GIS data management and analysis including substantial experience in natural resource management.
3. Current valid Wisconsin driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of enterprise GIS database management systems.
2. Knowledge of natural resource management concepts and techniques.
3. Ability to conduct advanced GIS modeling analysis using a variety of techniques and tools.
4. Strong written and verbal communication skills including listening skills.
5. Ability to manage multiple projects and deadlines.

6. Ability to achieve Part 107 UAV FAA license within 12 months of hire.
7. Ability to use and configure GPS equipment.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.
5. Ability to conduct outdoor field work in all seasons and weather conditions.
6. Comfortable with working on a boat when required.