

JOB DESCRIPTION:

GIS Coordinator

Department: PLANNING

Reports to: EXECUTIVE DIRECTOR

GIS (Geographic Information Systems) is a technology that is used to create, manage, analyze, and map all types of data to the Earth's surface. GIS allows users to visualize geospatial data like property lines, easements, contours, and more. GIS also enables users to visualize geospatial patterns and relationships between spatial data to assist in their decision-making processes. The purpose of this position is to develop and maintain a one true source of data for all Cass County Departments to use.

DUTIES AND RESPONSIBILITIES:

- Administers, develop, and maintains the shared GIS database, layers, applications, and public web portal, integrating map data from diverse sources for a broad range of users.
- Creates, digitizes, edits, displays, and manages all GIS layer data and metadata, geodatabases, and land records related to the Department, including but not limited to infrastructure, tax parcels, sales/conveyance, neighborhoods, and addresses.
- Responsible for the upkeep of the cadastral maintenance workflow including but not limited to parcel splits and multi parcel combinations, property line adjustments, mapping new subdivisions, and mapping new easements.
- Utilize skills, knowledge, and best practices to create and reproduce paper and digital maps and other data for County offices and the general public.
- Maintains knowledge of current geodatabase and mapping technology, and effectively teaches County Government staff, other Municipal Government departments, and the public. Attends meetings/workshops of professional GIS, mapping, and/or surveying organizations and activities to remain up to date in the field.
- Coordinates the use of GIS in various County offices, coordinating education with staff as needed. Provides software and hardware installation support and other technical assistance regarding operation of GIS and works on special GIS projects for various County offices.
- Plans, organizes, and periodically analyzes the GIS workload to meet Department goals, time management, and job comprehension.
- Assists County emergency communications and law enforcement/fire/emergency responders by creating, editing, and providing GIS data for use with their department software making sure it meets NG911 standards and/or keeping up to date with current required standards.
- Responsible for creating, reviewing, and maintaining addresses for the Plan Commission that uphold current Cass County addressing standards. This includes assigning and issuing new addresses, creating a mailable notice letter, and notifying all relevant parties.

Includes being responsible for suppressing addresses of eligible parties in accordance with IC 36-1-8.5.

- Reviews, approves, and denies geospatial data requests from third party vendors, public citizens, and private entities. Research and provide the correct data from Cass County databases, along with documentation of data requested from Cass County data sets.
- Oversee how third parties use Cass County geospatial and taxing data. Coordinate the public's, cities, and Cass County's relationships, issues, and recommendations with said third parties' websites, software's, and programs.
- Prepares and delivers geospatial data for government agencies and third-party services working in partnership with Cass County departments including but not limited to Schnieder Beacon (GIS website), OpenGov (Dept. of Planning Department permitting software), Caliber (Central Communication Dept. emergency response), US Census Bureau (Municipal Boundary and Annexation Survey), and IGIC (Indiana GIS Data Harvest program).
- Directly assist the Planning Department by reviewing and entering documents including but not limited to Improvement Location Permits, Home Based Business Permits, Board of Zoning Appeals and Plan Commission Documents, and proposed Subdivisions into the GIS model. Additional larger projects will be assigned as needed for review of Planning staff. (IE: renewable or alternative energy project site plans, county wide trails plan, etc)
- Directly assist the Recorders, Assessors, and Auditors Offices with the pre-review, review, and approval or rejection of all deeds or other documents to be recorded that contain a legal description and the Auditor Deeds for the purpose of maintaining an accurate cadastral dataset. Research relevant documents through other software as necessary.
- Support the use of GIS in other municipalities by coordinating with their respective users, leaders, and contractors on an as needed basis.
- Attend meetings with IGIC and other statewide GIS organizations. Occasionally travels out of town for meetings/workshops, sometimes overnight.
- Create, maintain, and utilize software tools to write code that performs repetitive mapping and spatial data tasks.
- Update and maintain the GIS workflow documentation guides for the purpose of maintaining consistency between past, current, and future GIS personnel and other County Departments.
- Responsible for creating, distributing, and maintaining ArcGIS Pro and Online usernames, passwords, licenses, and shared data.
- Answer telephone and greet office visitors, determining the nature of call or visit, providing information and assistance, determining nature of request, taking messages, and/or directing individual to appropriate office or department.
- Performs other office administrative tasks including email correspondence, printing/copying, and scanning.
- Performs other duties assigned by the Executive Director of the Planning Department.

JOB REQUIREMENTS:

Associate or bachelor degree in geography or geographic information systems, Geographic Information Science, engineering, or planning; or minimum of four (4) years' work experience in

GIS field, or any combination of relevant education and experience equivalent to bachelor's degree.

Experience with ERSI's suite of products, ArcGIS Pro, ArcGIS Online, and ArcGIS Enterprise.

Thorough knowledge of GIS principles, practices, ethics, applications, capabilities, and system requirements. Ability to use and comprehend cartographic principles and apply said knowledge in day-to-day assignments.

Practical knowledge of County land areas and applicable state and local codes and terminology, with ability to accurately read, interpret, and use land documents, such as legal descriptions, deeds and other recorded documents, engineering drawings, surveys, ordinances, aerial photos, and various maps.

Practical knowledge of property/land use laws, ordinances, County standards, policies and procedures, land surveying techniques, and ability to accurately interpret property legal descriptions, surveys, subdivision plats, highway plans, and engineering documents.

Working knowledge of standard English grammar, spelling, and punctuation, basic bookkeeping, and ability to prepare detailed reports.

Working knowledge of standard office procedures and computer software programs used, including but not limited Excel and Access software, mapping and geodatabase management, word processing, email, and spreadsheet software, preferred knowledge in LOW Property Tax, OpenGov, and Caliber with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to properly operate standard office equipment, including desktop and laptop computer, dual/multiple monitors, calculator, projector, fax machine, copier, scanner, plotter, telephone, digital camera, and microfilm reader.

Ability to research and use online information sources.

Ability to provide public access to, or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, State and Federal agencies, Census Bureau, private and public agencies/organizations, other municipal entities, law enforcement/fire/emergency responders, property owners, land developers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to compute and perform arithmetic operations, understand, interpret and manipulate digital data, and read/interpret detailed maps/reports/drawings.

Ability to read/carry out instructions, apply knowledge of people and/or locations, and plan/layout assigned work projects.

Ability to compile, collate, or classify data, compare or observe similarities and differences between data, people, or things, and analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place, make determinations, act based on data analysis, and fabricate data to discover facts or develop concepts or interpretations.

Ability to work alone and with others in a team environment, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

Possession of a valid driver's license and a demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent's duties constitute a major contribution to departmental functions and operations, with departmental objectives and policies being applied to a wide-range of complex operations. Incumbent operates within departmental objective. Interpretations of objectives are discussed with the supervisor, with work product reviewed upon completion for attainment of objectives and adherence to departmental standards and policies.

RESPONSIBILITY:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards. Errors in work are primarily detected or prevented by supervisor review, notification from other departments/companies/agencies, and the public. Undetected errors may result in loss of time for correction and/or inconvenience to other departments/agencies or the public.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, State and Federal agencies, Census Bureau, private and public agencies/organizations, other municipal entities, law enforcement/fire/emergency responders, property owners, land developers, and the

public for purposes of exchanging information, rendering services, and providing training and assistance.

Incumbent reports directly to Executive Director of the Planning Department.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office environment and vehicle, including driving, sitting/walking at will, sitting/standing/walking for long periods, climbing, lifting/carrying objects weighing less than 25 lbs., crouching/kneeling, reaching, keyboarding, close/far vision, color and depth perception, handling/grasping/fingering objects, speaking clearly, and hearing sounds communication. Incumbent occasionally travels out of town for meetings/workshops, sometimes overnight.