



COUNTY OF NYE

CLASS TITLE: GIS Administrator

BASIC FUNCTION:

Under direction of the Database Manager, or designee, creates and maintains County Geographic Information System (GIS) data base, including assembling source materials, verifying accuracy of data, digitizing and entering attribute data.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Assist other departments, outside vendors and the public with obtaining various parcel information by researching and compiling parcel materials and maps.
2. Prepare maps and attribute data for inclusion in the Geographic Information System data base by researching and verifying the accuracy of materials and data sources.
3. Design and complete day-to-day tasks such as coding and digitizing maps and/or geographic feature data into various data layers within the GIS and perform quality control checks to ensure the integrity of the data base.
4. Determine and execute the appropriate sequence of processing tasks in order to appropriately complete a GIS automation assignment, including digitizing data, building topology, checking for label errors, and creating final plots.
5. Creates, maintains, acquires and distributes GIS data for use with street centerlines, water bodies and features, easements, zoning, aerial photograph, soil surveys and digital evaluation models.
6. Train department and County staff in the basic steps required to digitize maps for the GIS database.
7. Perform basic system administration duties by making backup copies of the database, cleaning and maintaining the graphic equipment , and color electrostatic plotter.
8. Design and prepare various cartographic products for presentation to the Board of County Commissioners and for division staff and other departments.
9. Assist with database maintenance.
10. Required to participate in continuing education related GIS coursework.

Knowledge of and Ability to:

Knowledge of Departmental/division policies and procedures; Use of GIS to support applications and functions throughout the County; Computer aided CAD/GIS drafting,

mapping, land records managements, algebra, trigonometry and ESRI; Map projections and scales; Cartographic practices. Ability to Operate various computers, plotters, and other GIS equipment utilized by Nye County; Train others in digitizing techniques and data base automation and maintenance procedures; Perform GIS data entry and digitizing procedures; Design and document workflow procedures ; Identify characteristics of aerial photographs and interpret maps; Operate various types of equipment used for GIS; Interpret and apply regulations, policies, and procedures; Communicate effectively, both orally and in writing; Ability to use standard office equipment. Maintain effective working relationships with outside vendors, division staff, and representatives of other departments.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: any combination equivalent to graduation from high school or successful completion of GED or high school equivalency exam and an associate degree in GIS, or two years of experience in drafting maps or other graphic representations of property descriptions or an equivalent combination of closely related training and experience.

LICENSES:

Must possess valid Nevada Driver's License at the time of appointment and maintain a satisfactory driving record.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provide supervision and direction to subordinate staff.

CONTACTS:

Supervisor, co-workers, staff, contractors, vendors, public and other department personnel.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 25 lbs.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Works both inside and outside with occasional ability to conduct field data collection in outdoor environments with exposure to extreme heat and cold.