



GIS Specialist

Department: Client Services

Supervisor: GIS Supervisor

Job Summary:

The GIS Specialist is responsible for the production of geographic information data; digital map data file production, database development, and map printing.

Essential Job Duties:

1. Conducts all aspects of map development, map data assessments, software set ups and database development including GPS gathering; and functions as a Field Specialist as required.
2. Solicits information from contacts to obtain all necessary resources in a timely manner.
3. Takes customer and resident calls, involving the GIS Supervisor in complex customer issues.
4. Develops weekly reports, and makes sure the GIS Supervisor is aware of any potential down times.
5. Monitors own progress, and overall geographic services schedule on assigned projects.
6. Monitors and assures quality control on assigned projects.
7. Resolves customer and project issues promptly.
8. Develops and improves Client Services operations to be more efficient and effective.
9. Maintains a working knowledge of software required to complete job duties.
10. Monitors assigned maintenance projects, and utilizes call logs and maintenance forms appropriately.
11. Develops an understanding of the interaction of GIS technology; as it relates to the development of the Enhanced 9-1-1 system components of MSAG, telephone database, and postal coordination of address conversion.

Essential Universal Job Duties:

12. Improves self in any way possible to enhance job performance.
13. Promotes the Company, its Mission, Values, programs, and achievements to the public and the employees.

14. Functions as a team member by assisting, supporting, and encouraging other employees in any way possible.
15. Performs related work as required, willingly, and eagerly.
16. Meets deadlines as required.
17. Regular, predictable attendance is an essential function of this position.
18. Maintains a neat and organized work area.

Minimum Job Requirements:

Education:	High School plus 2 years related degree Valid Driver's License
Related Experience:	None Required

Desirable Training and Experience:

1. Good communication skills.
2. Computer literacy with basis in digital cartography.
3. Valid driver's license, including driving record free of moving violations for preceding three years.
4. Considerable knowledge of GIS, or GPS information systems.
5. Good organizational skills.
6. Ability to produce accurate, detailed work.
7. Ability to work with little direct supervision.
8. Ability to perform highly responsible assignments requiring experience, judgment, and discretion for effective completion.
9. Ability to coordinate tasks for varied program and project areas.

Pay Level 4:

The GeoComm Corporation does not discriminate on the basis of race, color, creed, religion, national origin, gender, marital status, disability, sexual orientation age or veteran status.

The GeoComm Corporation provides a drug-free working environment and is an Equal Opportunity Employer.