



STUTSMAN COUNTY

JOB POSTING

Posting Date:

Apr 17, 2023

Applications accepted through:

Until Filled

Position: GIS Coordinator / IT Specialist

Department: Information Technology

Schedule: Monday-Friday 8:00 AM - 5:00 PM
Must be available for occasional night and weekend work, as well as being on-call to respond to after-hours emergencies, as needed. Travel to off-site locations may be required as job duties demand.

Pay Grade: 21

Salary: \$6,923.27 - \$7,273.76 per month with benefits available (\$83,079.18 - \$87,285.07 annually)

An official Stutsman County Employment Application must be submitted for consideration.

Brief description of duties:

Plan, direct and oversee the County's geographic information system (GIS) to include the design, development, operation, ongoing expansion, and maintenance of all geospatial datasets to include databases, layers, literature, maps, photos, and reports. Plan and implement GIS integration with other County applications, websites, and databases; develop and tailor GIS applications to meet the needs of various County departments.

Provide IT helpdesk support to end users via telephone, in-person and online; resolve and manage isolated incidents and user-specific questions and problems. Assist in set up, installation, and maintenance of infrastructure including peripherals, workstations, servers, storage, multi-function products and various other equipment. Assist with the creation and set up of accounts for new hires as well as maintenance of current employee profiles across various applications both in-house and cloud connected. Assist in maintaining and operating network and server monitoring for capacity planning and preventative maintenance; monitor system performance; conduct routine checks on resources; monitor system log files and scheduled tasks.

Minimum experience and/or training requirements:

Position requires a bachelor's degree and two years related experience in Geographic Information Systems, Geography, Cartography, Engineering or equivalent combination of education and experience at the time of hire. Candidate should be proficient in ArcGIS Desktop, ArcGIS Pro, and ArcGIS Online.

While not required, a GIS related certification, such as: GISP, ESRI ArcGIS Desktop/Pro (Associate, Foundation or Professional) would be highly valued. Any IT related certifications would be beneficial as well, such as those from: CompTIA, ISC2, GIAC, and Microsoft.

Must be able to pass a National Crime Information Center (NCIC) background check. Must pass Security Awareness training within 6 months of employment. Knowledge of effectively working with the public and troubleshooting various software and hardware problems is vital.

If you have any questions regarding this position please contact:

Josh Smaage
Director of IT
jsmaage@stutsmancounty.gov
(701) 252-9035

Send official application along with any accompanying forms (Cover Letter, Resume, Background Check, etc.) to:

Online Application - <https://www.stutsmancounty.gov/careers>
E-mail - employment@stutsmancounty.gov
Mail/Drop Off - Stutsman County Auditor's Office
511 2nd Ave SE Suite 102 Jamestown, ND 58401



GIS Coordinator / IT Specialist

Stutsman County Information Technology Department

Classification: Non-Exempt

Salary Grade: Grade 21

Position Objective:

Plan, maintain and oversee the County's geographic information system (GIS). Provide professional, customer-focused support and technical advice to end users. Assists in performing installations, modifications, and repairs of various technology infrastructure.

Primary Responsibilities:

The following is a list of responsibilities for this position and is not intended to be a complete listing.

- Plan, direct and oversee the County's geographic information system (GIS) to include the design, development, operation, ongoing expansion, and maintenance of all geospatial datasets to include databases, layers, literature, maps, photos, and reports.
- Plan and implement GIS integration with other County applications, websites, and databases; develop and tailor GIS applications to meet the needs of various County departments.
- Collect and capture GPS data and conduct various research in relation to subdivisions, legal lots, parcels, easements, and right-of-ways to include interpreting plans, maps, photos, or GIS data.
- Provide helpdesk support to end users via telephone, in-person and online; resolve and manage isolated incidents and user-specific questions and problems.
- Assist in set up, installation, and maintenance of infrastructure including peripherals, workstations, servers, storage, multi-function products and various other equipment.
- Assist with the creation and set up of accounts for new hires as well as maintenance of current employee profiles across various applications both in-house and cloud connected.
- Assist in maintaining and operating network and server monitoring for capacity planning and preventative maintenance; monitor system performance; conduct routine checks on resources; monitor system log files and scheduled tasks.
- Assist in planning and implementing systems backups, coordinating recoveries, including disaster recovery.
- Provide instruction and train end-users on new and existing hardware and software.
- Assist in maintenance, content, design, and upgrades of various County websites and portals.
- Assist in developing policies and strategic plans; maintain and update operations documentation and guides; maintains and update equipment inventory lists; maintain accurate records, logs, and files related to assigned systems and equipment; prepare network diagrams, flow charts, graphic presentations, and narrative reports to recommend improvements or resolve problems.
- Maintains current knowledge of emerging technologies in GIS and Information Technology; conducts research; assists with developing policies and strategic plans.
- Perform other duties as assigned or apparent.

Minimum Qualifications:

Position requires a bachelor's degree and two years related experience in Geographic Information Systems, Geography, Cartography, Engineering or equivalent combination of education and experience at the time of hire. Candidate should be proficient in ArcGIS Desktop, ArcGIS Pro, and ArcGIS Online.

While not required, a GIS related certification, such as: GISP, ESRI ArcGIS Desktop/Pro (Associate, Foundation or Professional) would be highly valued. Any IT related certifications would be beneficial as well, such as those from: CompTIA, ISC2, GIAC, and Microsoft.

Must be able to pass a National Crime Information Center (NCIC) background check. Must pass Security Awareness training within 6 months of employment. Knowledge of effectively working with the public and troubleshooting various software and hardware problems is vital.

Accountabilities Shared By All Employees:

- Perform job responsibilities in a manner consistent with the County's vision, mission, and values.
- Develop and maintain a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
- Develop respectful and cooperative working relationships with co-workers.
- Inform Department Head of all important matters pertaining to assigned job responsibilities.
- Seek opportunities for further personal growth and development.
- Represent the County in a professional manner to all internal and external contacts when conducting County business.
- Comply with all rules and policies in order to maintain a safe work environment.

Work Environment and Physical Demands:

Primary responsibilities are similar to those expected in a typical office environment, including sitting, standing and eye-hand coordination. May be required to work in confined spaces and lift and carry items weighing up to 50 pounds. Occasional travel to off-site locations and attendance at meetings may be required. Position will have infrequent exposure to health hazards and accidents.

Supervisory Responsibility:

Position currently has no supervisory responsibilities.

Extent of Supervision or Guidance Provided:

Work is performed under the general supervision of the Stutsman County Director of Information Technology.

Position Type/Expected Hours of Work:

Full-time position: Monday through Friday, 8:00 a.m. to 5:00 p.m. Must be available for night and weekend work, as well as being on-call to respond to after-hours emergencies, as needed. Travel to off-site locations may be required as job duties demand.

AAP/EEO Statement:

Stutsman County is an equal opportunity employer and assures that no person or group(s) of persons shall, on the grounds of race, gender, creed, religion, color, sexual orientation, age, national or ethnic origin, disability, or any other legally protected status. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Department Head Signature

Date