



Jarra L. Underwood
WAYNE COUNTY AUDITOR

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JOB OPPORTUNITY
Wayne County Auditor
GIS Department
GIS (Geographic Information Systems) Director

The Wayne County Auditor is currently accepting applications for the full-time position of GIS (Geographic Information System) Director. This position is hourly and reports directly to the County Auditor and Chief Deputy Auditor.

Minimum requirements include completion of a Bachelor of Science Degree in GIS, Cartography, Geography or closely related field. A minimum of five years of technical work experience in geographic information processing and two years of supervisory experience. Special requirements include: proficiency in ArcGIS Desktop 10, and SQL Server. Experience with work order/asset management and Computer Assisted Mass Appraisal systems, (CAMA); GISP Certification (Certified GIS Professional) and ESRI Technical Certifications are preferred. Applicant must have excellent communication and writing skills; possess the ability to prepare and present educational training and materials and have experience in negotiating service and consultant contracts.

This position will direct and coordinate the policies, procedures and strategic planning for the auditor's GIS Department as it relates to other departments and systems within the office; support the design and future development of GIS and the management of GIS data resources; assume a lead role in the Workflow Management System being developed in the office; assist with the preparation and distribution of maps, graphics and other related documents; train GIS users, mentor, manage and evaluate assigned staff; prioritize tasks and projects; design and develop computer GIS applications in support of long range office goals; coordinate GIS development with other County departments and linkage to outside agencies; assist with the preparation of the GIS budget; perform grant research and writing to enhance cooperative efforts within the county; assist the auditor with methods of statistical analysis, instructional and/or informational writing and the deployment of GIS technology.

An employment application may be obtained at the Wayne County Auditor's Office, 1st FL, 428 West Liberty Street, Wooster, OH 44691, or from the office web site at www.waynecountyauditor.org. In order to be considered for this position, all candidates must complete this application and submit it along with their résumé.

Competitive salary and benefits. Applications will be accepted through May 16, 2016.

WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER