



The Chatham County - Savannah Metropolitan Planning Commission is seeking qualified applicants for the position listed below.

GIS Specialist: A Bachelor's Degree in GIS, Geography, Planning or a related field with at least one (1) year of professional experience is required, or a Master's Degree in a related field is desired. The GIS Specialist will work with the Savannah Area GIS (SAGIS) team to develop and administer enterprise-level geodatabases; prepare GIS maps, database reports and specialized queries; create and enhance web-based GIS applications; and assist with permitting, address and zoning requests. This position is responsible for providing spatial based analysis and mapping applications to the MPC and Savannah Area GIS (SAGIS) customers, partners and the general public. Technical writing, excellent public speaking skills, and the ability to collaborate across disciplines are essential. Full job description is available on the MPC website at www.thempc.org.

Send resume and cover letter to: Christy Adams, Director of Administrative Services, Chatham County-Savannah Metropolitan Planning Commission, P. O. Box 8246, Savannah, GA 31412-8246; phone: 912-651-1440; fax: 912-335-5922; or email: adamsc@thempc.org with the following subject line: GIS Specialist. Applications accepted through January 7, 2019. Salary will be commensurate with experience and qualifications.

MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H

Chatham County – Savannah Metropolitan Planning Commission

Job Description: GIS Specialist

Approved Title: GIS Specialist

FLSA Classification: Non-Exempt

Department: SAGIS

Reports to: Director of GIS

Does the Position Have Direct Reports? Yes No

Is this Position Safety Sensitive? Yes No

GENERAL SUMMARY:

The GIS Specialist will perform technical work providing support for GIS project implementation and operations, creating and enhancing GIS applications, developing and administering web-based GIS applications, preparing GIS datasets, maps, database reports and specialized queries, developing and administering permitting, address and zoning databases. This position is responsible for providing spatial based analysis and mapping applications to the MPC and Savannah Area GIS (SAGIS) customers, partners and the general public.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

%	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
25	GIS data creation and management using desktop ArcGIS software
25	Provide specialized GIS analysis for MPC and SAGIS staff, partners, and other agencies
20	Build and maintain custom GIS applications, within ArcGIS Online, Web App Builder, and Esri Story Maps
20	Prepare maps, presentations and educational materials to represent MPC and SAGIS throughout the community
10	Performs other duties as required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Provide support for the implementation and daily operations of SAGIS projects.
- Provide supplemental data analysis and map products for SAGIS partners
- Develop custom internal and public web-mapping resources
- Create and manage geospatial databases for agency and partner use
- Craft customize tools and geoprocessing methods
- Establish on going data accuracy with municipal partners
- Assist MPC, County and City staff with their GIS needs

Education: Bachelors degree of GIS, Geography, Planning or related field.

Preferred: Masters degree GIS, Geography, Planning or related field

Experience: One to four years of GIS related experience, including ArcGIS Online, ArcMap, and ArcCatalog. General knowledge of the principles, practices and procedures of geography and Geographic Information Systems. Experience in computer programming is desired.

Knowledge/Skills/Abilities:

Knowledge

- General GIS principles and terminology
- Desktop geographic information system programs and operations
- Application of the geographic method
- Personal computer operation, terminology, hardware, software and operating systems
- Knowledge of database management and other computer principles as they relate to GIS
- Proficient in Microsoft Office, Word, Excel, and Outlook

Skills

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Job Description: GIS Specialist

- Ability to use ArcGIS software to create, edit and maintain spatial data
- Ability to assist with the operation and improvement of GIS applications
- Ability to analyze and interpret mapping systems and technical data
- Ability to prepare effective written and oral reports and presentations of work
- Familiarity with local and wide area computer networks, internet, and remote access computer systems
- Ability to organize and complete multiple concurrent projects in a timely manner
- Ability to read a variety of informational documentation, directions, instructions, and methods and procedures such as software manuals, computer manuals, policy manuals, professional journals, and related policies and procedures
- Ability to establish and maintain effective working relationships with MPC, City and County employees, members of private industry, and the general public

Certification: N/A

Licensing: Valid State Driver's License

OTHER:

Does this position require staff call up in an emergency situation? Yes No

Is travel from office to other locations required of this position? Yes No

If yes, what is the percentage of travel involved? Less than 50%? Yes No More than 50%? Yes No

PHYSICAL REQUIREMENTS:

Depending upon area of assignment:

Positions in this class typically require: walking, talking, hearing, seeing and repetitive motions. Work is performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly moving objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated to Light Work.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes No

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None