

LAFAYETTE COUNTY GIS COORDINATOR/LAND INFORMATION OFFICER
JOB DESCRIPTION

Classification: Full Time, Exempt – Department Head

Salary: \$24.49 - 26.12 per hour

Reports to: GIS/IT Committee and the Land Information Council

Date: March 2022

POSITION SUMMARY

The GIS Coordinator provides administration and technical expertise to assist in developing and maintaining the County's geographical information system (GIS) and County Land Information Program. This position coordinates with multiple departments to develop valuable geospatial datasets that can be implemented in the countywide GIS and that meet the goals of the Wisconsin Land Information Program. The GIS Coordinator will provide system and data support, training, and education to other departments as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administers the Lafayette County Land Information Program

- Serves as the Land Information Officer and attends Land Information Officer Network meetings
- Applies for annual Wisconsin Land Information Grants
- Prepares Land Information Budget with approval from the Land Information Council and GIS/IT Committee
- Serves on the County Land Information Council
- Reports activities to Land Info Council regularly
- Coordinates the updates required of the Land Information Modernization Plan every 3 years or as needed
- Ensures the County is meeting the goals of the County Land Information Program

Coordinates the County GIS program

- Develops Geographic Information System standards and policies for the County
- Creates and maintains Countywide geospatial datasets as needed
- Maintains county GIS and Land Information databases
- Maintains county ArcGIS Online web portal and applications
- Works with and provides support to all county offices to meet GIS needs. Examples included but are not limited to:
 - Zoning: POWTS maintenance, zoning, and farmland preservation updates
 - Emergency Management: Rural addressing, E911 Dispatch layers; maintenance of the Spillman mapping database for Dispatch
 - Highway: Assistance with sign inventory, map road easements
 - County Clerk: US Census Updates, supervisory districts, Legislative Reference Bureau biannual updates; school district requests
 - Economic Development: tourism, trails and economic development mapping and applications
- Administers the Lafayette County Rural Addressing and Road Name ordinance
- Administers data exchanges between State and Federal agencies as required by law
- Handles data and mapping requests as needed from other agencies and the public
- Participates in the County's Land Division Ordinance Certified Survey Map Review process
- Maintains software licensing and hardware updates, and vendor contracts
- Provides access to GIS data and trains county personnel on the use of GIS technology
- Updates and maintains Metadata on all GIS data for the County

Other Duties

- Keeps up-to-date on training and education related to GIS best practices, hardware, software and Land Information policies and legislation
- Participates in professional associations such as the Wisconsin Land Information Association, Land Information Officer Network, and the ESRI WI User Groups
- Coordinates with the Real Property Lister/GIS Specialist to enact seamless updates of technology related to the editing and improvement of tax parcel data for the County

Education & Experience

- Bachelor's degree in Geography, Geographic Information Systems, Cartography, or related field
- Minimum of two (2) years' GIS/automated mapping experience preferred
- Experience with ESRI's ArcGIS Desktop, ArcPro, and ArcGIS Server

Knowledge, Skills, and Abilities

- Proficient skills in the use of ESRI products, most specifically ArcGIS Desktop, ArcPro, ArcGIS Server, and ArcGIS Online; programming languages such as Visual Basic or Python are a plus
- Experience working with computer hardware and software associated with GIS mapping (i.e. computers, printers, scanners, servers and plotters) and other department specific software
- Knowledge of the principals of photogrammetry and the use of LiDAR technology
- Knowledge of map projections and coordinate systems
- Knowledge of the public land survey system
- Knowledge of database structure and management, specifically Microsoft SQL Server; SQL language a plus
- Knowledge and experience with personal computers and related hardware such as storage, archiving, data output, printing, file transfer and maintenance
- Experience with the Microsoft Office Suite including: Word, Excel, Access, Powerpoint, and Outlook
- Ability to demonstrate supervisory or leadership skills
- Experience with Land Records Systems, specifically Transcendent Technologies' Land Records and Permit Management software suite a plus
- Ability to communicate effectively (orally, in writing, or electronically) with other departments, local, state, and federal governments; outside agencies and the public
- Ability to define problems, collect data, establish facts, draw valid conclusions, and exercise decision making skills

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations, and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. This position requires good hand-eye coordination, arm, hand, and finger dexterity, including the ability to grasp, and visual acuity to use a keyboard, operate equipment, and read application information. The employee is frequently required to sit, reach with hands and arms, talk and hear.

Work Environment

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, and printers. Occasional work in the field will be required for some geospatial activities.