

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

19 GIS ANALYST PLANNER - PLANNING
\$49,850.47/yearly– 40 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 08/26/2024

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: GIS ANALYST PLANNER

1721

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop and maintain the County's computer-generated land-based databases using Geographic Information System (GIS) hardware/software, to collect/manage geographical data, produce various maps/reports for all County departments, and assist the municipalities in Monroe County with implementation of ordinances and plans related to land use control, reviewing subdivisions and site plans, and conducting special studies.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops and maintains the County's computer-generated land-based databases using Geographic Information Systems (GIS) hardware and software; plans processes for accomplishing and maintaining the Planning Office GIS initiative; collects, stores, updates, manipulates, analyzes, and displays geographically referenced information.

Researches and organizes data from a wide variety of sources; exercises judgment concerning conflicting/inaccurate data; reads and interprets a wide variety of geographic, property, and mapping documentation, i.e., construction drawings, deeds, ownership records, legal description plats, survey data, reports; maintains file system of maps and other records.

Reviews subdivisions and site plans received from local municipalities; conducts research; ensures compliance with all local, state and federal legislation and local ordinances; makes recommendations and/or corrections as necessary.

Coordinates with various public and private organizations, agencies and the general public on GIS-related issues; communicates with supervisor, employees, student interns, other departments, municipal officials, county officials, state/federal agencies, consultants, vendors, taxpayers, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Represents the County in meetings with other agencies and makes presentations to boards and commissions, and at other formal functions as required.

Prepares GIS mapping for analysis and presentation; composes projects utilizing information prepared; reviews documentation and maps; ensures information is accurate; consults with other individuals as necessary to ensure complete project; maintains copies of all files for departmental use and future reference.

Updates county comprehensive plan, transportation study and other studies relating to the county plan; reviews for accuracy and completeness; maintains copies for departmental use; consults with supervisor and other staff regarding questions or areas of concern.

Maintains and updates U.S. Census Bureau figures and information; communications with agencies to collect information; develops demographic projections

Monitors and evaluates project status; provides status reports in both verbal and written contexts as directed.

Electronically manipulates data files, i.e., importing, exporting, creating, recalling, editing, updating; performs detailed inspections of data for accuracy and quality during the input and edit processes, and for all output formats.

Develops and maintains hardware, software, and systems documentation and procedures.

Generates output reports, lists, tables, and maps and required for product deliverables.

Utilizes word processing, spreadsheet, database, desktop publishing, geographical information system (GIS), mapping, Internet, email, or other computer programs.

Operates a variety of specialized/general equipment associated with work activities, which may include a printer, large format plotter, scanner, digital camera, and GPS equipment.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, equipment, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends user group meetings, conferences, workshops, and training sessions as appropriate.

Provides informal hardware and software technical assistance to staff, department heads and other county personnel; keeps apprised of changes in equipment and software; trains staff regarding new information.

Attends meetings, seminars, workshops and training classes to keep apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; serves on committees, and/or makes presentations as needed.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

May operate a motor vehicle to conduct work activities.

MINIMUM QUALIFICATIONS

Bachelor's degree in Geography, Computer Science, Information Systems, or closely related field; supplemented by three (3) years previous experience and/or training involving GIS use and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, in an Equal Opportunity Employer. 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.