



Lincoln Trail ADD

Job Description

GIS Specialist

Pay Grade 14

| STATUS | |
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| Date: 18 January 2023 | Department: Community & Economic Development |
| FLSA Status: Non-Exempt | Reporting Authority: GIS Team Leader |
| Supervisory Responsibility: N/A | |

Position Overview:

Incumbent is responsible for producing accurate and expedient maps, graphics, datasets, narratives, reports, etc. in support of a variety of projects that involve land use, transportation, utilities, economic, hazards, or other programs that LTADD may be engaged in.

Duties & Responsibilities:

- Responsible for the creation and maintenance of geospatial datasets and ancillary data in support of LTADD's missions.
- Manipulate data with various projections and datums.
- Cartographic layout and design to create usable graphic products.
- Transform data inputs from field notes, sketches, interviews, tabular data, parcels, utilities, transportation, and other land use datasets into professional quality maps and presentation materials. To be completed against various project timelines.
- Maintain and update region, municipal and county maps.
- Responsible for collection of primary and secondary data sources. Capable of down loading and implementing the use of secondary data sources from the internet.
- Must be a motivated self-starter capable of managing multiple projects on a timely schedule.
- Provide assistance to local officials, LTADD staff, citizens, or other interested parties regarding geospatial data, current projects, or related analysis of the data.

Education & Experience:

- Required: Bachelor's Degree with emphasis in Geographic Information Systems (GIS), engineering, planning, geography, or geology.

- Preferred: Planning, mapping, or engineering experience. Relevant software certifications or up to 2 years of practical experience may be substituted for relevant education.

General Qualifications:

- Working knowledge of ESRI GIS software platforms, in particular either ArcMap, version 10.7 or newer or ArcGIS Pro, version 2.7 or newer.
- Understanding of topology and the spatial relationships of features on surfaces depicted by points, nodes, arcs, and polygons.
- Understanding of scale and measurement of data and conveying real features in two and three-dimensional space.
- Ability to combine textual and tabular data with spatial data to produce reports, graphs, and cartographic products.
- Ability to communicate both written and verbal with persons of varied backgrounds and skill sets regarding project requirements, data acquisition, analysis, and presentation.
- Working knowledge of Trimble GPS collection software, in particular Catalyst. Experience of using GPS hardware/software in the field to collect data.
- Familiarity with Microsoft Word and PowerPoint very helpful. Basic working knowledge of Microsoft Excel needed.
- Awareness of land use planning concepts and knowledge of transportation planning, water or wastewater utility systems, zoning and land use concepts, would be an advantage.
- Must possess a valid Kentucky Real ID Driver's License.
- LTADD is a drug free work place and an EOE, AA, ADA, Title VI employer. This position may require skills testing and criminal background screening.

Work Site:

General office setting; however, flexibility for travel and mobility to attend meetings is a must. May require walking, flying or operating a vehicle. This position requires attendance of after hour meetings and occasional overnight travel with limited notice.

Workplace Hazards:

No known hazards exist in the workplace. Must operate a staff vehicle and general office equipment in the course of daily duties.