

**POSITION DESCRIPTION**  
**COUNTY OF JOHNSON, INDIANA**

POSITION:	GIS Analyst
DEPARTMENT:	Information Technology
WORK SCHEDULE:	8:00 a.m. -4:30 p.m., M-F
JOB CATEGORY:	PAT (Professional, Administrative, Technological)
DATE WRITTEN: June 2017	STATUS: Full-time
DATE REVISED: June 202	FLSA STATUS: Non-exempt

Incumbent serves as Geographic Information Systems (GIS) Analyst for the Johnson County Information Technology Department and be responsible for overseeing, implementing, and maintaining county-wide GIS data.

**DUTIES:**

- Assigns, verifies, and corrects addresses within Johnson County, including the areas of Bargersville, Trafalgar, New Whiteland, and Whiteland.
- Performs critical functions of the GIS department, including updating maps for zoning and subdivisions, in addition to developing and maintaining roadway maps, political precinct maps, census maps, and various essential maps used for emergency services.
- Answers questions regarding subdivision of property, city/county zoning, and variances for city/county building regulations, and assisting the public in preparing applications for subdivision, zoning, and variance petitions.
- Provides assistance in mail room as needed.
- Assists the public, developers, co-workers, and other agencies with requests as needed. May provide testimony in legal proceeding/court as required.
- Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

- High school diploma/GED required, associate's degree or higher preferred
- Possession of or ability to obtain required certifications, including FEMA certification, PCII, Hazmat, NexGEN91 I, Geospatial, Preparedness Spatial Analysis Certificate, Python, and GIS certifications.
- Working knowledge of and ability to make practical application of planning terminology, theories, principles, practices, techniques, laws and County standards, and policies/procedures of the department.
- Working knowledge of and ability to comprehend and correctly use a variety of informational documents, such as agency reports, subdivision plats, zoning petitions, building permits, BZA records/minutes, aerial photos, tax records, and deed records.
- Working knowledge of English grammar, spelling and punctuation, and ability to prepare detailed reports, legal notices, memorandum, and other correspondence.
- Knowledge of basic filing systems and ability to create and maintain accurate and complete department files.
- Ability to operate standard office equipment, including computer, calculator, fax machine, copier, scanner, telephone, and plotter.
- Ability to compare or observe similarities and differences between data, people, or things.
- Ability to compute and perform arithmetic operations, such as measuring, figuring, tabulating test/survey results, developing operating budget, and determining charges.
- Ability to analyze, evaluate, observe, diagnose, investigate, coordinate, place, make determinations, and take action based on data analysis.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to work alone with minimum supervision and with others in a team environment.
- Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
- Ability to apply knowledge of people and/or locations to plan and layout assigned work projects. Ability to read and interpret detailed prints, sketches, layouts, specifications, and maps.
- Ability to occasionally provide testimony in legal proceedings as required. Ability to occasionally travel out of town for conferences, but not overnight.

## II. **DIFFICULTY OF WORK:**

Incumbent's duties are of substantial intricacy and involve many variables and considerations. Incumbent makes direct and highly technical decisions and exercises independent judgment in providing direction for County data, defining goals and objectives, and performing GIS functions.

## III. **RESPONSIBILITY:**

Incumbent's work priorities and schedules are primarily determined by supervisor and a flexible, customary routine. Assignments are guided by definite objectives using a variety of methods or procedures. Periodically, decisions are made in the absence of specific policies, and/or guidance from supervisor. Work is reviewed primarily for compliance with legal requirements and technical accuracy. Work errors are primarily detected or prevented through notification from other departments/companies/agencies/public/customers. Undetected errors could result in loss of money to other agencies or the public.

## IV. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, and the public for purposes of exchanging information, executing policies, providing instruction/support, and problem-solving.

Incumbent reports directly to Director.

## V. **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving lifting/carrying objects weighing up to 25 pounds, bending, reaching, close/far vision, depth/color perception, keyboarding, speaking clearly, and hearing sounds/communication.

Incumbent occasionally travels out of town for conferences, but not overnight

The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship. To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily.

Interested applicants should submit resumes and a completed [application](#) to:

Christopher Williams

IT/GIS Administrator

86 W Court Street, Franklin IN 46131

Email: [cwilliams@co.johnson.in.us](mailto:cwilliams@co.johnson.in.us)