**Department:** Information Technology (IT)    **Rating:** NA
**Supervisor Title:** GIS Administrator    **FLSA Status:** Non-Exempt

**Minimum Qualifications of Education and Experience:**
- Candidates should have completed significant coursework in GIS, Geography, Computer Science, or a related field including hands-on experience with GIS software through internships or class projects.
- Candidates should be able to demonstrate technical competency with ESRI software.
- Experience must demonstrate specific GIS skills including: map creation, general computer usage, GIS analysis, and database manipulation.
- Database experience should include manipulating GIS data, integrating various data formats, and organizing and manipulating data using database products such as ArcSDE, MS Access, SQL Server, Oracle, MySQL, or PostGIS.
- Basic understanding of web-based applications and services including HTML, XML, and JavaScript.

**Or**
- An equivalent combination of education and experience

**Required License (s):**
Incumbents in this class typically require:
- Valid Driver's License

**Nature of Work:**
This is an internship position that will report to the GIS Administrator on projects that will entail applying a variety of GIS skills and abilities to providing mapping and analysis services to internal customers and the public.

| Essential Work Functions (Illustrative only): | Frequency | Band |
|---|---|---|
| 1. Apply GIS technology to a variety of business problems under the direction and guidance of GIS Administrator. | Daily | N/B |
| 2. Perform GIS data editing using ArcGIS. | Daily | N/B |
| 3. Identify technical issues and problems related to assigned projects, discuss them with GIS Administrator, and provide assistance in developing solutions and process modifications. | Daily | N/B |
| 4. Perform a variety of tasks to assist GIS Administrator and other County staff as a whole to increase productivity and gain increased knowledge of GIS tools and techniques used at Mower County. | Daily | N/B |
| 5. Performs other duties of a similar nature or level. | As Required | N/B |

**Knowledge, Skills and Abilities Required:**
- Skill and ability to work with GIS Administrator on various aspects of applying GIS to produce maps and analytical solutions.
- Knowledge of cartographic principles and GIS analytical concepts and ability to use GIS software to apply them.
- Knowledge of database principles and data formats and ability to use it to organize, process, and analyze data to produce GIS solutions
- Skill and ability to communicate both written and orally other team members.

- Ability to work independently while identifying situations where additional expertise is required and effectively communicating needs to GIS Administrator for assistance.
- Skills to perform data collection using a variety of techniques including, on-screen digitizing, GPS fieldwork, and coordinate geometry.
- Ability to learn on the job and expand technical knowledge as needed.

**Persons with Disabilities:**
The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**
In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands: Work performed is typically performed within the Government Center or a satellite office.   Lifting requirement of up to 30 pounds on an occasional basis; up to 50 pounds on a rare to occasional basis with assistance.   Occasional  positional changes in response to computers, printers, and customer needs.  Must be able to perform the following on an occasional basis: fingering, communicating, reading, standing, stooping, kneeling, bending and crouching. Work interruptions are frequent.  There is some pressure associated with project or activity deadlines and details. Driving or riding to work at a service center, attend meetings, participate in or lead training sessions, etc. may be required.  Equipment used includes, but is not limited to, personal computer, printers, telephone, calculator, typewriter, copy and fax machine.  Additional physical/mental requirements that occur on a rare to occasional basis may not be listed above, but are inherent in performing the position's essential functions. Since the department supports IT functions for the County, there may be occasional needs to alter normal work times to provide continuity of service.

**Disclaimer:**
This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Access to Not Public Data:**
A county employee in this position may encounter Not Public Data as defined by Minnesota or federal law in the course of the job duties. Any access to Not Public Data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee should take reasonable measures to ensure the Not Public Data is not accessed by unauthorized individuals. Once the work reason to access the data is reasonably finished, the employee must properly store the Not Public Data according to the applicable provisions of Mower County employee policies and Minnesota or federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies and a breach of these policies may lead to disciplinary action against the employee.

Employee Signature _____ Print Name _____Date _____

| Classification History: | |
|---|---|
| **Date:** | **Comments:** |
| March 2019 | |