

EMPLOYMENT OPPORTUNITY

GRAYSON COUNTY

GIS Analyst

Grayson County is currently accepting applications for the position of GIS Analyst. This position is responsible for the design, development, implementation, and maintenance of the County GIS data. The GIS Analyst will play a supporting roll for County departments in providing assistance on various map data and development of maps for County projects.

Minimum Qualifications: High School diploma or GED supplemented by technical courses with regards to geographic information systems or related education/experience. Excellent verbal and written communication skills to include business composition and effective writing and public speaking.

Preferred Qualifications: Include but are not required – knowledge and experience with ESRI software and other GIS-related technology.

JOB DESCRIPTION/DUTIES/QUALIFICATIONS: Can be found on our website listed below.

REQUIRED: Must be 18 years or older & have a valid driver's license.

Salary: DOQ&E.

All candidates must provide a resume' and a **completed Virginia State Application** (can access from website listed below) **by Friday, March 24, 2023 at 4:00 p.m.** to Grayson County Administration, PO Box 217, Independence, VA24348. Grayson County website at: www.graysongovernment.com (look under Employment at bottom of home page). Position will be open until filled. Grayson County is an EEO/AA employer. Position will be opened until filled.

Job Title	GIS Analyst
Reports to	Director of Information Technology
Department	Planning and Zoning Department

Job purpose: Perform tasks using graphical information systems (GIS) to conduct analysis and development of data within Grayson County. Perform experienced work evaluating, analyzing, managing, maintaining, and developing solutions for the County's GIS data; work closely with County offices to provide GIS mapping data support and solutions.

Duties and responsibilities:

- Flex hours (occasional remote work)
- Use GIS software (ESRI ArcGIS) as well as various geographic data formats and standard data .conversion and transformation methods for geographic analysis.
- Performs GIS analysis using mapping and other related tools.
- Utilizes GIS tools and data to improve the development of processes within the County.
- Assists in the management of GIS layers and related data.
- Remains knowledgeable about emerging GIS technologies and industry developments.
- Analyze and correct discrepancies in the County's WebGIS platform.
- Develop geospatial maps for use by County and public.
- Work with County departments to assist with GIS needs.
- Adheres to all safety and housekeeping standards established by the County.
- Perform other related duties as assigned.

Qualifications:

- Proficient in the use of Windows operating systems.
- Experience in map generation and data visualization.
- ESRI Desktop ArcGIS software (Desktop and Pro) and ArcGIS Online platform experience preferred.
- Experience with Web applications, map generating, and data visualization.
- Proficient in the use of Microsoft Office.
- Excellent verbal and written communication skills.
- Ability to work independently and in a team environment.
- Valid VA Driver's License with a good driving record.

Physical Requirements:

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 regularly required to have full range of mobility in upper and lower body.

Direct Reports: This position will not require direct reports.