

The Henry County Surveyor's Office has a full-time opening for a GIS Administrator. This non-exempt position works 35-hour per week, pays up to \$65,000 annual salary, and has a benefit package after probationary period. Benefits to include, but not limited to: medical, dental, vision, life, other elective policies, and Public Employee Retirement Fund (PERF).

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in the job description are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

The incumbent serves a GIS (geographical information systems) Administrator for Henry County Government, as required, and is responsible for creating, editing, and maintaining GIS data and databases. A job description is included for details of the duties, job requirements and other necessary knowledge, skills, and responsibilities of the GIS Administrator position.

Applicants are to submit a cover letter and resume, to include three (3) professional references as initial application for the GIS Administrator position. Please submit requested documents, via email, to [rgard@henrycounty.in.gov](mailto:rgard@henrycounty.in.gov) with "GIS Administrator Position" within the subject line; or send in US Mail to Henry County Surveyor Office, ATTN: GIS Administrator Position, 1201 Race Street, Suite 216, New Castle, IN 47362.

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** GIS Administrator  
**DEPARTMENT:** Surveyor  
**WORK SCHEDULE:** As scheduled, per Henry County Employee Handbook  
**JOB CATEGORY:** PAT III (Professional, Administrative, Technological)  
**DATE WRITTEN:** March 1999 **STATUS:** Full-time  
**DATE REVISED:** April 2014 **FLSA STATUS:** Non-exempt

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Incumbent serves as GIS (geographical information systems) Administrator for the Surveyor's office, responsible for creating, editing, and maintaining GIS (geographical information system) data and databases.

**DUTIES:**

Manages data conversion, design, development, training, and quality assurance for GIS software systems/data, and maintains GIS database containing all database layers, such as developing, implementing, and managing GIS data and organizational structure and/or databases, including analyzing and interpreting spatial data used for maps, reports, and various products.

Designs, develops, and maintains GIS projects and production schedules, manages, and monitors project progress, ensuring timely completion, and provides training for staff of GIS use.

Develops and implements methodologies for creation and use of spatial data, including digitizing, editing, coding, and annotating line, point and polygon data. Retrieves, processes, and analyzes archive spatial data.

Consults with departments in development of GIS data, usage and software needs, including coordinating data between County and external governmental agencies, vendors, developers, utilities, and the public.

Maintains County Legal Drains, including watersheds, and open and tile ditches.

Participates in special projects, special reports, and report preparation and GIS presentations.

Determines budgetary requirements for GIS system, including providing long-range goals.

Creates watershed boundaries, including creating layers and assessment roll, and running acreage calculations.

Draws open ditch and tile ditch centerlines, including creating database for drainage system, and calculating costs of replacement tile.

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Prepares assessment roll billing data for Auditor's office, including exporting database regarding owner, parcel, and assessment billing data, and entering data into Auditor's tax database system.

Prepares for various public hearings, including assisting Surveyor in data collection for Public Hearings.

Provides drain certifications according to Indiana Drainage Code and State Board of Accounts regulations, compares and reviews Auditor's Tax database system files regarding legal drains, GIS parcel layer and legal drain watershed boundary.

Converts GPS CAD data from Survey contractor, maintains GIS Section line and Section Corner database, provides Section line/Corner data to utilities, developers, engineers, and land surveyors and

GIS website contractor, manages Section Corned Tie cards and creating related Tie Cards.

Creates updated DEM mosaics for townships and produces elevation contour lines.

Assists various vendors and contractors, including working with companies to determine location of drainage systems for construction or installation of infrastructure.

Assists the public and local businesses with creating maps, printing assessment rolls, and calculating tables for replacement costs.

Processes parcel layer data maintain by various departments/offices, including but not limited to, Assessor, planning commission, E-911, Voter Registration, Sheriff, Emergency Management, Highway, Health, Probation, Public Defender, Cemetery Commission, Economic Development, Township and City Fire Departments, and other government agencies.

May occasionally testify in legal proceeding/court as required.

Responds to emergencies on 24-hour basis.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

High school diploma or GED with previous experience in GIS, surveying/civil engineering, and or previous work experience in County Surveying and/or County Drainage Board.

Thorough knowledge of county geography and topographic surveying, and ability to perform arithmetic calculations and properly use manual/computer drafting tools.

Working knowledge of various computer and software programs relating to functions of the department, Indiana Code, Microsoft Office, and taxing system, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of rules, regulations, and statutes governing Surveyors and the maintenance, re-construction, and rehabilitation of regulated drains.

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Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare detailed reports.

Knowledge of budget practices and principles and ability to perform arithmetic calculations to determine budgetary requirements for GIS system.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various local public officials, adjacent counties, various federal/State offices, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, calculator, fax machine, copier, telephone, and printers.

Ability to compare or observe similarities and differences in data, compile, collate, or classify data, analyze and evaluate, and make determinations based on data analyses.

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 apply knowledge of people and/or locations, and plan and layout assigned work projects.

Ability to read and interpret detailed prints, specifications, legal descriptions, maps, and property records, such as aerial and plat maps.

Ability to occasionally plan and present public speaking presentations, fund raisers, or special events.

Ability to occasionally work extended, weekends, and/or evening hours.

Ability to occasionally testify in legal proceedings/court as required.

Ability to respond to emergencies on 24-hour basis.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

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

Incumbent uses general guidelines and instructions, selecting the most appropriate for application to specific tasks and duties. Incumbent performs a broad range of duties involving complicated considerations and variables, many of which consist of tasks that are unique or novel.

## **III. RESPONSIBILITY:**

Incumbent administers and coordinates GIS mapping operations, including coordinating operations with other departments, and ensuring accuracy and quality of completed projects. Incumbent applies

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standard departmental practices and policies to individual situations, with departures from guidelines and instructions discussed with supervisor. Work product is reviewed for achievement of desired results and overall conformity with instructions and standard practices of the Department.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, various local public officials, adjacent counties, various federal/State offices, and the public for purposes of exchanging information and supervising assigned personnel.

Incumbent reports directly to County Surveyor.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of GIS Administrator for the Surveyor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name