



# Madison County Vacancy Announcement

## GIS Administrator

### Position Summary:

An employee in this class is responsible for technical operation and maintenance of hardware and software, creates and maintains the GIS data files, prepares, and maintains real property maps and records and trouble shoots the system. The position handles complex computer data entry, installation and configuration and loading data into the system. Some work is related to configuring difficult plotting parcels from deed descriptions and survey maps; determining road frontages and rights-of-way; assigning parcel identification numbers; and generating special cadastral maps. The employee is also responsible for maintaining maps, files, and records, and for assisting the public and other County employees with map-related inquiries, copies of maps, and map overlays. Independent judgment and initiative must be exercised within established guidelines. Work involves extensive public contact and requires tact, courtesy, and teamwork to accomplish the duties. Work is performed under the limited supervision of the Development Services Director and is evaluated through observation and conferences for accuracy, overall effectiveness of work performed, and compliance with policies, procedures, and time schedules.

This position is non- exempt under the Fair Labor Standards Act.

### Where to Apply:

Submit an NC State Application (PD 107) with a cover letter to Madison County Human Resources.

Applications will be accepted at the Madison County HR Office, 107 Elizabeth Lane, Marshall  
Mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753  
Emailed to: [HR@madisoncountync.gov](mailto:HR@madisoncountync.gov)

Madison County Government is an Equal Opportunity Employer.

### DUTIES AND RESPONSIBILITIES:

- Plans, organizes, supervises, and participates in the design, creation, data base maintenance, and related activities related to managing and maintaining a GIS system for the County
- Purchases hardware, software, peripherals, and supplies for the GIS system.
- Operates and maintains the GIS hardware and software.
- Creates and maintains GIS data.
- Prepares and maintains special or difficult property maps and oversees the system installation.
- Updates special property ownership records initiated by the recording of legal documents
- Plots parcels, tracts, new sub-divisions and other real property on cadastral maps and records using computer-aided plotting and drafting equipment; enters coordinates into computer.
- Maintains GIS databases, trouble-shoots the system and loads data into the computer.
- Generates new appraisal and ownership records; corrects existing tax records from deeds, surveys, and new property maps.
- Contact owners/heirs for additional information.

- Attends meetings to assist with planning for implementation of the transitions to computerized GIS mapping system within the County.
- Prepares various overlays for mapping and analysis including overlays for schools, fire departments and fire hydrants, voting districts, water and sewer systems, fiber optic cable availability, etc.
- Responsible for managing and administering all aspects of the County's GIS systems.

### **Additional Job Duties**

- Assists the public and other County officials in the use of the maps and other records.
- May order mapping and blueprint supplies; and maintain equipment.
- Performs related duties as required.

### **Education:**

Bachelor's Degree and courses in geography or computer science, drafting or specialized mapping courses; with considerable experience with GIS systems, or an equivalent combination of education and experience. GIS Certification or Master's Degree strongly preferred.

### **Knowledge, Skills, and Abilities:**

- Considerable knowledge of GIS software including ArcMap, ArcGIS Pro and other related software, peripherals and hardware functions and systems.
- Considerable knowledge of state coordinate systems and methods for assigning PIN numbers.
- Working knowledge of the County's personnel, purchasing, and personnel policies and procedures.
- Working knowledge of modern and effective supervisory principles and practices, laws and regulations.
- Ability to design systems to produce special maps to scale and to make accurate computations.
- Ability to maintain comprehensive GIS database and records.
- Ability to read, compare and interpret property maps and records accurately.
- Ability to read and interpret deeds, surveys, and aerial photographs.
- Ability to establish and maintain effective working relationships with other staff and other County departments.

### **Physical Requirements:**

- Must be able to perform the basic life operational functions of stooping, reaching, pushing, pulling, lifting, talking, and hearing.
- Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and work with data and figures, operate a computer terminal, and use measurement devices.

### **Salary:**

Range: \$40,000.00 - \$58,832.25. This is a full-time position and comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.