

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title:	Geographic Information Specialist IV (Part-time)
Department:	GIS and Mapping
Reports To:	Director of GIS
Salary:	\$25.00/hour or greater depending on experience and qualifications
Application Deadline:	Monday, September 20, 2021 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Performs highly complex geographic information system work. Work involves coordinating the input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor are all duties listed necessarily performed by any one employee so classified.

Equipment Used: Computers, GIS programs, GPS; other mapping tools and apparatus as needed; general office equipment as needed.

JOB REQUIREMENTS

Education & Experience: Three years of experience in geographic information systems analysis and design work. Graduation from an accredited four-year college or university with major coursework in computer science, computer information systems, geography, geographic information systems technology, management information systems, or a related field is preferred; or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities to perform this job.

Specialized Requirements: May be subject to comprehensive background investigation. Must have a valid Texas Driver's License and excellent driving record.

Knowledge, Skills & Abilities: Effective verbal and written communication skills; Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography. Problem solving skills in: testing, installing, and implementing geographic information system programs; utilizing applicable software; and in troubleshooting system issues. Ability to analyze geographic information systems and procedures in order to read and interpret surveys, legal descriptions, cartography, engineering documents, construction plans, aerial photography, and orthophotography; Interpersonal skills including ability to provide service, interact, and cooperate with co-workers.

WORK SITUATIONS/DEMANDS/EFFORT: Work requires accuracy and attention to detail; flexibility to perform a variety of duties. Must be available to work a 28-hour week, Monday through Friday, between the hours of 7:00 a.m. to 4:00 p.m., as needed.

WORKING CONDITIONS: Computer related functions are performed in a climate controlled office environment; employee also works outside to collect and verify geographic interests and is subject to adverse weather and environmental conditions, including temperature extremes, humidity and precipitations.

PHYSICAL REQUIREMENTS: Job duties require driving vehicle and occasional heavy work; employee moves objects weighing up to 50 lbs. by lifting, carrying, pushing and/or pulling.

**Apply at: Human Resources Department
Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701
Phone: (409) 839-2391
Fax: (409) 839-2399
E-mail APPLICATION/RESUME to: hrdept@co.jefferson.tx.us
Application may be found @ <https://co.jefferson.tx.us/Careers>
Please use Microsoft Word or PDF when submitting applications.**

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201 Beaumont, Texas 77701.