

# GIS Specialist/Planner (Job Code 3901145)

**Salary / Pay Rate:** \$44,900 to \$59,900

**Job Type:** Full Time

**Post Date:** 12/30/2021

**Job Application:** [General Use Application 1.6.21](#)

Office of Planning, Policy and Economic Development

40 hours per week, salaried, non-exempt

## Position Summary

The Somerset County Office of GIS Services (SCOGIS) is seeking a motivated Planner - GIS Specialist to join their growing team. Hosted within the Office of Planning, Policy and Economic Development, the SCOGIS is the enterprise GIS hub and manages all county GIS initiatives and projects. With oversight from the GIS manager, the GIS specialist/planner is expected to take ownership of his/her projects and see them through to completion. The incumbent will perform a wide variety of technical tasks to support and advance the County's GIS program and the Office of Planning, Policy and Economic Development's ambitious and wide-ranging work program.

## Essential Functions

Creates, updates & maintains County's authoritative GIS data assets. Follows industry standards and best practices when developing GIS datasets and follows data maintenance protocols. Implements SCOGIS's Enterprise GIS Quality Assurance standards for data quality control. Creates and maintains metadata and process-related documentation. Understands county's data sharing protocols and work with the county's open data portal to disseminate content.

Assist the SCOGIS Manger to administer the County's Enterprise Geodatabase, data management and web mapping-platform(s). Perform various spatial analysis and data crunching to generate reports, power point presentations, dashboards. Develop web mapping applications to serve geospatial information to the public. Use Esri ArcGIS Online to create web mapping applications, works with domain experts to develop Story Maps, dashboards, hub sites. Assists county staff with various ArcGIS Online needs like Survey 123, Collector, Navigator etc.

Create high-quality professional cartographic products for a wide range of audiences using public domain and county's authoritative GIS content. Follows SCOGIS mapping templates and symbology standards. Performs quality assurance/quality control on cartographic products before delivery. Performs other duties as required and assigned by the Director of the Office of Planning, Policy and Economic Development and the Manager of the Office of County GIS Services.

## Qualifications

A minimum of a bachelor's degree in GIS, geography, planning or a related field with very strong emphasis on GIS. Minimum of 2-3 years of experience as a GIS practitioner in environmental, planning or technology industry. Minimum of 2-3 years of hands-on work experience using Esri Desktop Software (ArcMap, Pro) for GIS data development, spatial analysis, and mapping. Minimum of 1 year of experience using Esri ArcGIS Online – Creating Web Maps and Web Mapping Applications; Using Survey 123, Collector for ArcGIS, Operation Dashboard etc. Demonstrable experience creating cartographic maps, story maps, web mapping applications and dashboards using ArcGIS Online. Demonstrable experience with spatial data development – from requirements gathering to data dissemination. Experience with GIS documentation – metadata, process flow documentations etc.

## Preferred

Familiarity with ArcGIS Server environment. Knowledge of python programming, BI/data visualization tools (Tableau, Power BI). Esri or GISP Certification is a plus.