



**Planning/GIS Technician
Morgan County Commission
77 Fairfax Street, Room 101
Berkeley Springs, WV 25411**

**40 HOURS PER WEEK w/BENEFITS
HOURS MAY VARY TO INCLUDE EVENINGS**

KIND OF WORK:

- Assist public with building permit questions, application process and any other related issues.
- Research citizen complaints relating to building permit, salvage, floodplain ordinance compliance and issue Notice of Violations if applicable.
- Review and research permit applications for possible location within flood prone areas.
- Uses GIS hardware and software to produce maps, spatial databases, and thematic data (such as addressing data, wetlands, road centerlines, cadastre, and historic sites).
- Creates, adjusts, corrects, converts, and distributes base maps and thematic data.
- Digitizes and maintains spatial information databases.
- Documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps.
- Evaluates information and data from outside sources.
- Provides geographic location coordinates to facilitate spatial analysis and data manipulation.
- Acts as a consultant to internal customers during their use, development, and quality assessment of spatial databases.

REQUIRED SKILLS/KNOWLEDGE:

- Exhibits skill with Windows operating system and Microsoft Office suite.
- Is an independent learner who applies ArcGIS software products to support project requirements and investigates capabilities of recent software upgrades and new software product releases.
- Demonstrates a solid understanding of cartography, including map projections, data classification, symbolization, color selection, label placement, and map layout to produce maps that communicate effectively.
- Is detail-oriented with a focus on timeliness and quality of work.
- Applies quality control procedures on project deliverables.
- Creates and edits data in enterprise geodatabases, including managing edit sessions in a versioned enterprise geodatabase environment.
- Creates/edits complex network datasets that use complex geometric properties and topology rules.
- Creates metadata for GIS datasets.
- Knows how to query geodatabases and relational databases to filter data and derive summary statistics.
- Creates and applies Model Builder scripts to automate geo-processing models, map production, and data production workflows.
- Configures, publishes, and uses the ArcGIS services and web maps for ArcGIS Online apps.
- Is a team player who communicates effectively with client project teams.

Minimum Experience, Skill Set, and Employment Requirements to Qualify:

- At least 2 years of GIS, mapping or cartography experience.
- Skill with Windows operating system and the Microsoft Office suite.
- Ability to successfully pass a federal, state, and local security background check.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license.
2. May be required to occasionally work evenings, weekends and holidays.

Reasonable accommodations may be made to enable individual with disabilities to perform the essential tasks.

ADDITIONAL INFORMATION FOR APPLICANTS

APPLICATION FOR THIS RECRUITMENT:

All applications for vacancies with Morgan County Government must be submitted to the Morgan County Commission, 77 Fairfax Street, Berkeley Springs, WV 25411, or via email to sallemong@morgancountywv.gov.

EXAMINATION PROCEDURE:

The kind of examination/screening for positions announced will vary with each position and may include:

- an evaluation of training and experience
- personal and/or group interview
- a background investigation

PROBATIONARY PERIOD:

Morgan County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

MORGAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER