

<b>Job title</b>	<i>GIS Analyst – Part-Time</i>
<b>Reports to</b>	<i>Director of Information Technology</i>
<b>Department</b>	<i>Planning and Zoning Department</i>

### **Job purpose**

Perform tasks using graphical information systems (GIS) to conduct analysis and development of data within Grayson County. Perform experienced work evaluating, analyzing, managing, maintaining, and developing solutions for the County's GIS data; work closely with County offices to provide GIS mapping data support and solutions.

### **Duties and responsibilities**

- Use GIS software (ESRI ArcGIS) as well as various geographic data formats and standard data conversion and transformation methods for geographic analysis.
- Performs GIS analysis using mapping and other related tools.
- Utilizes GIS tools and data to improve the development of processes within the County.
- Assists in the management of GIS layers and related data.
- Remains knowledgeable about emerging GIS technologies and industry developments.
- Analyze and correct discrepancies in the County's WebGIS platform.
- Develop geospatial maps for use by County and public.
- Work with County departments to assist with GIS needs.
- Adheres to all safety and housekeeping standards established by the County.
- Perform other related duties as assigned.

### **Qualifications**

Proficient in the use of Windows operating systems.  
 Experience in map generation and data visualization.  
 ESRI Desktop ArcGIS software (Desktop and Pro) and ArcGIS Online platform experience preferred.  
 Experience with Web applications, map generating, and data visualization.  
 Proficient in the use of Microsoft Office.  
 Excellent verbal and written communication skills.  
 Ability to work independently and in a team environment.  
 Valid VA Driver's License with a good driving record.

### **Physical requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to: Have full range of mobility in upper and lower body.

### **Direct reports**

The position will not require direct reports.