

GEOGRAPHICAL INFORMATION SYSTEMS (GIS) TECHNICIAN/ ASSISTANT ZONING ADMINISTRATOR/SANITARIAN

Department: Zoning and Land Information

Reports to: Zoning Administrator

Purpose of Position

The purpose of this position is to create and maintain digital maps and associated data for the development of the Richland County Geographical Information System (GIS) and to act as assistant county sanitarian/zoning administrator in the absence of the administrator.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for the efficient operation of the GIS software and activities; prepares GIS related documents which may include but are not limited to 911 GIS database support, Emergency Government databases, the tax parcel database to support the Treasurer, Real Property Lister and Register of Deeds needs. County Surveyor Public Land Survey System (PLSS) through the creation of maps, charts, graphics, tabulated information and management reports; assist in the development and implementation of GIS goals and objectives.
- Responsible for updating GIS information and files to provide the most up-to-date information for use of County staff and public; updates and modifies, as necessary, various graphics and maps utilizing technical drafting techniques; digitize maps, plans and other documents for inclusion in the GIS data base files.
- Responsible for developing user friendly, accessible, standardized and organized maps, reports and data that can be shared by County staff, County Board and the public via computer network.

- Applications may include but are not limited to: parcel, wetland, soils, zoning, political boundaries, addresses, school districts, utilities, forestry, highway, and emergency services or any other pertinent inclusions.
- Provide guidance, coordination and technical assistance to users of GIS data within Richland County for the implementation, development and assurance of GIS data.
- Attend conferences, meetings, and/or workshops pertaining to GIS for the upkeep of techniques and new beneficial services.
- Develop methods to present various data both electronically and in hard copy form to County staff and the public.
- Act as the assistant zoning administrator in the absence of the Administrator with the ability to answer questions from the public concerning general zoning questions concerning ordinances and regulations and to approve land use permits.
- Act as the assistant county sanitarian. Performs field inspections, conducts on-site soil verification and background research as required. Reviews applications, compiles test data, inspects plumbing plans and issues permits.
- Update Zoning & Sanitation Department website.
- Investigates alleged violations and prepares complaint reports and participates in legal actions, as needed.
- Testifies at court proceedings as needed.
- Visits construction sites for sanitary and land use regulation compliance.

Minimum Training and Experience Required to Perform Essential Job Functions

Associates degree in Geography, Cartography, or related field; or three years experience in a related field.

Thorough knowledge and understanding of GIS principles, applications and operating practices; considerable knowledge and skills in utilizing CAD and ARC View software systems. Additional knowledge of cartographic principles, drafting, drawing, mapping practices and data conversion, etc.

An understanding of deed and descriptions and PLSS. Ability to identify, evaluate and plan for long and short term GIS activities.

Must possess licenses from the Department of Commerce for soil testing (CST) and plumbing inspector (POWTS INSPECTOR) or be able to acquire these certifications within one year of employment.

General knowledge of federal, state, and local laws relating to land use issues.

General computer skills with knowledge in word processing and database structure currently being used in the zoning office.

Possess a valid Wisconsin driver's license.

Ability to work with limited daily supervision and make accurate, rapid, independent decisions regarding specific duties. Excellent organizational skills, high level of maturity and a strong degree of self-direction and motivation is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternative.
- Ability to persuade and convince others. Ability to advise and interpret on how to apply policies, procedures and standards to a variety of situations.
- Ability to utilize design data and information such as high tech manuals, soil surveys, county zoning ordinances, state statues, blue prints, permit reports, private septic plans, soil evaluations and road plans.
- Ability to read and interpret a variety of maps.

- Ability to communicate effectively with the general public, land owners, state agencies, local municipalities and other county office personnel.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing lightly skilled movements.
- Ability to operate office and survey equipment, GPS and machinery requiring periodic adjustments.
- Ability to exert moderate physical stress in light work, involving climbing and balancing. Ability to handle, finger and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects and materials.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and occasionally uncomfortable conditions.

Mathematical Ability

- Ability to calculate percentages, fractions and decimals.
- Ability to calculate volume, ratios and spatial relationships.
- Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situation reasoning by exercising judgment, decisiveness and creativity in situations involving the administration and planning of an entire program or set of programs.

Richland County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable

accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.