

	Gwinnett County Government Department of Human Resources 75 Langley Drive Lawrenceville, GA 30045 -6900 770.822.7915 www.gwinnettcountry.com	GIS Associate III Department of Support Services
Job Notice Number: 3125001001	Salary: \$45,751.00/Year	
Post Date: December 20, 2005	Close Date: Continuous	
Class Summary: Responsible for managing Geographical Information Systems. Incumbents develop new and maintain existing systems, perform data administration, edit data layers, establish and maintain test environments and serve as a lead and a project manager.		
Education/Experience, Licenses, Knowledge and Skills, Physical Requirements	Education/Experience: <ul style="list-style-type: none">• Bachelor's Degree in a related field.• Three years of progressively responsible, professional level GIS experience.• Valid Georgia Driver's License.	
	Knowledge & Skills: <ul style="list-style-type: none">• Applicable computer hardware, operating systems, and software.• Global Positioning System (GIS) Principles.• Applicable programming languages. (Visual Basic, Python, Jscript)• Systems analysis principles.• Geography principles.• Applicable laws, rules, and regulations.• Statistical and quantitative spatial analysis principles.• Relational database concepts.• Cartography principles.• Cadastral data principles.• Operating computers and related software applications.• Interpreting maps.• Writing computer programs.• Conducting research.• Maintaining GIS systems.• Performing statistical and quantitative spatial analysis.• Transferring information from plans to digital formats for mapping.• Creating customized maps.• Administering data.• Establishing and maintaining test environments.• Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.	
	Physical Requirements: <ul style="list-style-type: none">• Positions in this class typically require: grasping, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to travel and disruptive people.	
Essential Duties	<ul style="list-style-type: none">• May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.• Analyzes, develops and implements GIS application systems and modifications.• Administers data, which includes: designing and creating physical and logical data structures, loading data, managing geodatabases, and/or performing other	

related activities.

- Edits data layers using GIS software. Performs statistical and quantitative spatial analysis of data layers.
- Establishes and maintains test environments, which includes establishing procedures, documenting configurations, resolving performance issues, and/or performing other related activities.
- Creates, designs, and modifies customized maps for County personnel and the public. Organizes and categorizes GIS information.

Reply to: Gwinnett County Government, Dept. of Human Resources
75 Langley Drive, Lawrenceville, GA 30045-6900

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Resumes are accepted with job title and job notice number. Applications are preferred.

It is the policy of Gwinnett County to provide equal employment opportunities with regard to all terms and conditions of employment and to base employment decisions on job related qualifications of the applicant or the employee.