

Deadline to turn in application and resume is Thursday, March 28, 2024 at 4:00 p.m. The salary is \$30,840.00 a year. You must go to our website which is www.nortexrpc.org and download the job application and email to jabowerman@nortexrpc.org

Geographic Information Specialist 1

GENERAL DESCRIPTION

Work involves input and manipulation of information to create, maintain, display, update, and produce accurate maps and data. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Creates and modifies maps, graphs, or diagrams, using geographical software and related equipment.
- Gathers and compiles geographic data.
- Documents procedures, validates data for accuracy and completeness, completes approved forms, and produces maps of the resulting information.
- Evaluates data from outside sources and converts data to assist users.
- Assists with entering, correcting database records.
- Create, add, correct, and update the files.
- Coordinate with our neighboring jurisdictions for the purpose of matching the roads and boundaries.
- Performs related work as assigned by supervisor.

OTHER JOB FUNCTIONS

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds.
- Required to read, write, and communicate in English.
- Required to travel in and out of the Nortex region.
- Overnight travel may be included in the travel requirement as directed by supervisor.

- Valid driver's license from state of residency.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

- Graduation from an accredited four-year college or university with major coursework in computer science, computer information systems, geography, or a related field is generally preferred.
- Education and experience may be substituted for one another.

Knowledge, Skills, and Abilities

- Highly motivated to succeed and learn with good communication skills.
- Skill in solving problems; in testing, installing, and implementing programs; and in troubleshooting system issues preferred.
- Operate office machines such as personal computers, adding machines, calculators, printers/copiers and facsimiles.

****THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS. ***

Revised 11/01/2023