



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.*

Today's Date: **March 23,2026**  
Date Listing Will Close: **April 3,2026 @ 5:00 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **GIS Analyst**  
Location /Department: **Geospatial Information Services**  
Salary: **\$21.63 - \$26.45 Hourly**  
Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

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E.O.E. and A.D.A.

### **HARRISON COUNTY PERSONNEL/HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

[www.co.harrison.ms.us](http://www.co.harrison.ms.us)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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**HARRISON COUNTY, MISSISSIPPI  
JOB DESCRIPTION**

**JOB TITLE: GIS ANALYST**

**DEPARTMENT:** Geospatial Information Services **FLSA STATUS:** Non- Exempt

**REPORTS TO:** GIS Director **POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** 3/23/2026 **CLOSING DATE:** 4/3/2026

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** Provide GIS support to Harrison County departments and the public through maps and GIS applications.

**ESSENTIAL JOB FUNCTIONS:**

1. Create and update geospatial data.
2. Create paper, digital, and online maps, and participate in their maintenance as needed.
3. Complete geospatial analyses with GIS as needed.
4. Identify and implement improvements in the county's online GIS presence and user experience.
5. Maintain clear, organized documentation of workflows and processes to support continuity and training.
6. Provide support, training and troubleshooting for GIS users in other county departments as needed.
7. Monitor/assist with software, data, and editing environments for the Tax Assessor's Office mapping department.
8. Assist with any new spatial data and integration of these data into the organization's GIS as needed.
9. Assist Harrison County Emergency Management Agency (EMA) planning section with preparation, response and recovery activities. May require extra work hours beyond the routine schedule.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Set up individual mapping software; maintain and ensure tax mapping data integrity; ensure proper procedures are adhered to in order to maintain flow of data and minimize logistical data errors.
2. Independently perform routine data maintenance tasks while contributing to larger project-based work.
3. Monitor common maps and supply inventory, as well as department plotter & printer supplies.
4. Assist with any GIS dept. drone flights as needed.
5. Other related duties, as required.

**SUPERVISORY RESPONSIBILITIES:** None

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- One to three years of practical working knowledge of ESRI GIS Software (ArcGIS Pro, ArcGIS Online, etc.) as well as basic database management.
- Interact with county departments and the general public in a courteous and professional manner.
- Expected to manage assigned tasks and deadlines with minimal supervision.
- Accountability for completing work accurately.
- Be able to work independently and stay on task without constant supervision.
- Ability to think through problems and come up with a solution on your own, and know when to ask for help.
- Be able to take initiative and multi-task as needed.
- Basic knowledge of 'best practices' principles as related to GIS, as well as being aware of and promoting county, state, and national GIS data standards.
- Ability to troubleshoot, research and diagnose issues with the county's GIS software.
- Strong attention to detail to ensure accuracy and consistency in geospatial data and applications.

## **EDUCATION AND EXPERIENCE REQUIRED:**

- A bachelor's degree or certification in GIS, Physical/Human Geography, *or related field*.
- One to three years of practical work (or school) experience with GIS or similar field.
- Any suitable combination of education and experience.

## **ADDITIONAL REQUIREMENTS:**

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

## **SALARY RANGE:**

\$21.63 - \$26.45 per hour – Varies based on experience & skill set

## **OTHER INFO:**

This job typically has a Monday through Friday, 8:00 AM to 5:00 PM on-site work schedule.

## PHYSICAL REQUIREMENTS:

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

## WORK ENVIRONMENT:

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

***\*This is an acknowledgement that I have read and understand this job description:***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_