



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: **September 21, 2023**

Date Listing Will Close: **October 9, 2023 at 5 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: **\$35,000- \$45,000 per year**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES

1801 - 23rd Avenue, First Floor, South Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

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

**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: 9/21/2023 **CLOSING DATE:** 10/9/2023

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: Create, analyze and update geospatial and/or situational data sets, prepare paper or digital/online maps and assist with maintaining databases in support of numerous GIS-reliant departments within Harrison County.

ESSENTIAL JOB FUNCTIONS:

1. Create and update geospatial data.
2. Perform geospatial analyses with GIS.
3. Assist with developing, updating and improving the county's GIS online presence and user experience.
4. Document and share your GIS workflows, monthly project lists and procedures for reference, training opportunities, and future replication.
5. Provide support and troubleshooting for GIS users in other county departments.
6. Maintain GIS data and updates for the Harrison County Sheriff's Department and coordinate with Sheriff and 911 Dispatch for any updates.
7. Monitor/assist with software, data, and editing environment 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 EMA's Planning Section with emergency 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. Provide GIS and troubleshooting assistance to all Harrison County customers, both internal and external.
3. Look for, and offer solutions to, any duplication of data efforts found within Harrison County departments.
4. Monitor common maps and supply inventory, as well as department plotter & printer supplies.
5. Other related duties, as required.

SUPERVISORY RESPONSIBILITIES: None

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Functional and independent working knowledge of ESRI GIS Software (ArcGIS Desktop, ArcGIS Online, ArcGIS Pro, etc.) as well as basic database management.
- Willing to establish and maintain courteous and professional working relationships with county departments.
- Ability to work independently as well as with others.
- Ability to think through problems and come up with a solution on your own, and know when to ask for help.
- Willing 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.
- Willing to design, and document your GIS workflows used within the department.
- Willing to troubleshoot and diagnose issues with the county's GIS software (or willing to learn).
- Skilled in understanding and working with quality assurance/quality control procedures.

EDUCATION AND EXPERIENCE REQUIRED:

- A bachelor's degree or certification in GIS, Physical/Human Geography, or related field.
- At least two (2) years of 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:
\$35,000 - \$45,000/year

OTHER INFO:

This job typically has a Monday through Friday, 8:00 AM to 5:00 PM 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: _____