



## Boone County GIS

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Job Title: GIS Specialist

Posting Date: 12/19/23

Reports to: GIS Coordinator

Closing Date: Until Filled

### General Job Description

Under the supervision of the GIS Coordinator, maintains the county's land use and boundary changes, reads and interprets legal descriptions, fulfills public requests for data, property information and map creation, and performs all GIS tasks when the Coordinator is away

### Responsibilities

- Recognize and edit all GIS file formats
- Develop, implement, and manage geographic information systems (GIS) projects
- Creates and maintains data in GIS environment
- Performs quality control checks on data
- Analyze and interpret spatial data to produce maps, reports, and other products
- Performs research, gathers and enters data from a variety of sources
- Perform other duties as assigned

### Qualifications:

- Bachelor's degree in Geography, GIS, Urban Planning or related field, equivalent experience will be considered
- One or more-year relevant experience
- Ability to read and interpret maps, legal descriptions and surveys
- Knowledge of the latest principles, practices, and techniques of GIS
- Experience in ESRI ArcGIS Desktop/ArcPro/ArcOnline or other GIS software
- Microsoft Office experience
- Must have excellent written and verbal communication skills
- Possesses strong analytical and problem-solving skills
- Python, .Net programming experience a plus

Anticipated Salary: \$45,000 - \$50,000

Benefits include: Insurance - medical, dental and vision

Paid vacation and sick time

IMRF Retirement Plan

To apply, please send resumes to [gis@boonecountyil.gov](mailto:gis@boonecountyil.gov)