| TITLE: | **GIS Database Administrator** | JOB CODE: | 3752 |
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| **DEPARTMENT:** | County Assessor | **FLSA:** | Non-Exempt |
| **PREPARED:** | November 2005 | **UPDATED:** | 08/31/2020 |

**Summary:** Under limited supervision, oversees the development and maintenance of the Geographic Information System (GIS) from existing cadastral maps; makes design decisions relating to issues such as content, display, metadata and service.

**Essential Job Functions**: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Adapts AutoCAD maps into GIS compatible format for integration into GIS; performs data cleanup and topology edits; interfaces GIS to the computer assisted mass appraisal (CAMA) system.
- Designs and supports software implementations for web-based Internet Mapping Service (IMS) and versioned Spatial Data Enterprise (SDE) GIS.
- Install and maintain mapping software in the Assessor's Office; ensures that all staff in the office have the most current and accurate maps available.
- Creates maps within the GIS system; utilizing overlays, aerial imagery, hydrographic surveys, flood plain, parcel maps, digitized water right maps, and other data sets as necessary for the County, State and the general public.
- Maintains and supports personal computers (PC) and associated software within the office; provides support and updates for the website.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of the principles and practices of surveying, mapping, geographic information systems, global positioning systems and usage of aerial photography and satellite imaging.
- Knowledge of ESRI ArcGIS, AutoDesk Map, Microsoft Access and Access VBA software.
- Knowledge of County policies and procedures.
- Knowledge of the principles of cartographic technology and GIS application software.
- Knowledge of database systems integration, quality assurance procedures, and documentation of data sets.
- Knowledge of computer and network security guidelines and procedures.
- Skill in operating a personal computer and software applications.
- Skill in working with software conversions and designing mapping systems.
- Skill in coordinating work with other appraisal functions and other departments.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.

- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

**Education and Experience**

- Associate's degree or two (2) years GIS/cadastral mapping experience/training.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** _____ **Date:** _____

**Supervisor** _____ **Date:** _____

**Department Head:** _____ **Date:** _____