



LANGLADE COUNTY JOB DESCRIPTION GIS COORDINATOR

Department: Land Records
Reports to: Land Records Director
Grade/Wage: Grade 12, \$27.00 to \$35.00
FLSA Status/Hours: Non-Exempt, 37.5 Hours per week
Revised: 9/30/2024

Summary:

Responsibilities include the development, implementation, and maintenance of the County's Geographical Information Systems (GIS). In addition, this position will assist with the implementation and maintenance of the County Land Records Modernization Plan and Land Information System (LIS) Database.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential function satisfactorily and in a timely manner. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Develop, plan, design, implement, administer and maintain a computerized, integrated, countywide GIS and LIS.
- Assist in the planning, implementation and coordination of the activities associated with the County Imaging System and Land Records Database.
- Develop GIS macros, batch procedures and other automation functions to ensure efficient operation of the GIS.
- Develop and maintain land records data, including parcels, roads, address locations, and other cadastral base data in a format compatible with ESRI GIS software.
- Import and convert data supplied by other departments and agencies.
- Enter necessary geographic information and analysis through the use of ESRI ArcGIS Desktop platform.
- Provide training to County staff in the use and application of the GIS, including its functions and associated software components.
- Establish, coordinate and maintain a client/server networked (intranet/internet) GIS environment.
- Develop, write and test computer programs using appropriate programming language, file connectivity between tabular and graphic data.
- Coordinate and configuration of GIS workstations and servers with the IT Director to ensure that hardware, software and data are properly configured for efficient operation of the GIS.
- Assist in technology procurement including the writing of RFPs, new software acquisitions, awarding contracts and managing compliance with the contacts.
- Develop quality control, tracking procedures and project management for both internal and interagency GIS projects.
- Maintain the knowledge and skills deemed necessary to proficiently execute the duties of this position.
- County liaison (LIO) to the Wisconsin Land Information Program.
- Meet critical yearly deadlines for data management.

Additional Duties:

- Provide technical assistance, as needed, on the digital mapping process.



- Be an active member of the Land Information Council.
- Review County functions for visibility of provided data through the GIS and educates County employees and management on the benefits of GIS. Provide means to help with Open Data along with education of those resources.
- Support County staff in the use of GIS systems
- Offer presentations on GIS to County staff, elected officials and the public.
- Keep cognizant of new GIS applications, and technological advances in the marketplace.
- Attend meetings, conferences and training sessions.
- Within 2 years become Land Information Officer – LIO duties are transferred and to fulfill the required duties related to that position. Some key functions are:
 - a. coordinate land information projects
 - b. prepare and maintain Land Records Modernization Plan
 - c. review and recommend projects (grants) for the county.
 - d. This includes travel, monthly reporting, and some basic accounting practices

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience;

- Requires a Bachelor's Degree in geography, management information systems, regional planning, computer science or a related field. (with a minimum of a minor in GIS studies)
- Requires three years experience working with Geographic Information Systems using ESRI ArcGIS10.x. (ESRI Products, ArcMap, ArcGIS Pro, ArcGIS Online, ArcCatalog)
- Requires working knowledge of ESRI software, (scripting languages), word processing, data management, and web mapping applications. (Working knowledge of Remote Sensing practices include aerial imagery and LIDAR)
- Knowledge of principles and techniques of coordinate systems transformation and projections; knowledge of digital data input methods including coordinate geometry (COGO), knowledge of topological data structures and relational database management systems.
- Possess and maintain an insurance-acceptable driver's license.

Knowledge, Skills and Abilities:

- Manage and maintain GIS files and databases.
- Transfer and receive GIS within a variety of sources and formats.
- Train County staff and the public in the use of GIS applications.
- Process knowledge of cartographic skills required for producing professional mapping products.
- Process working knowledge in the functions and applications of Global Positioning Systems (GPS) related to GIS management.
- Interpret aerial photography, soil maps, USGS quadrangles and other related cartographic data.
- Fulfill physical demands of the job as well as heavy cognitive demands (patience, concentration, conceptualization and memorization).
- Possess knowledge of converting AutoCAD files to GIS data that is compatible with ArcGIS.



- Work independently and manage a variety of concurrent work assignments.
- Develop and analyze new software programs.
- Ability to work with daily limited supervision and make accurate, rapid and independent decisions regarding work priorities and duties.
- Excellent organizational skills, high level of maturity with a strong degree of self-direction and motivation required.
- Knowledge of cartography, COGO, drafting, land surveying preferred (as well as legal descriptions.) (Ability with Remote Sensing and various kinds of imagery including orthophotography and LIDAR).
- Ability to organize and communicate verbally and in writing.

Technological Skills:

Working knowledge of ArcGIS, AutoCAD, ESRI products, Windows and Microsoft Office Suite.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to talk or listen.
- The employee frequently is required to stand, walk and sit.
- The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Normal office working environment with little or no discomfort from temperature, dust, noise.
- The noise level in the work environment will range from quiet to moderately loud.

Langlade County is an Equal Opportunity Provider/Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date