



# COUNTY OF NEWBERRY

POST OFFICE BOX 156  
NEWBERRY, SOUTH CAROLINA 29108

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*Dreams & Teams Together for Newberry County*

## VACANCY ANNOUNCEMENT

**POSTING DATE:** 11-10-2022

**CLOSING DATE:** Open until Filled

**DIVISION:** Assessor's Office

**JOB LOCATION:** 1512 Martin St, Newberry, SC 29108

**POSITION:** **GIS ANALYST II**

**HOURS WORKED PER WEEK:** Non-Exempt, Regular Full Time, 40 hours per week

**CONTACT PERSON:** Human Resources (803) 321-1431

**POSITION DESCRIPTION:** Under limited supervision, plans, coordinates and implements and effective, County-wide, Geographic Information System (GIS) to include all data and equipment necessary for the GIS to function. The GIS Analyst's first priority is to monitor the GIS technician/mapper insuring all deeds and plats that need mapping corrections due to creation of a new or adjusted parcel are created in the GIS parcel layer. The splits and joins are strategically mapped into the GIS parcel layer using the ESRI licenses and software. Performs related spatial mapping, administrative and technical work as required. Reports to the Assessor.

### Core Job Functions:

- Edits and Maintains map documents used in the AssessPro map viewer. The map documents are also used by other departments such as Zoning, Voters Registration, and others with the ESRI software.
- Uploads shape files of FEMA digital flood maps, structures flood panels, streams, wetlands, and water bodies.
- Scan and print all new large format plats (11"x17" and larger) and older plats as needed. Maintains plats in directories grouped by plat name. Links plats with parcels. Also scans large format plans for county buildings. Scans and reproduces historical maps and documents in paper and digital format. Also produces large scale maps for county departments, municipalities, state, federal entities and the public.
- Assists the Emergency Management and Services Departments by editing and uploading: ESNs – note close attention to city and county boundaries, fire zone, secondary and tertiary fire zones, Rescue Squad zone, EMS zone, Sheriff's patrol zone, VC Summer (VCS) zones, VCS siren locations, VCS siren coverage areas, VCS Access Control Points and setup sheets, VCS Evacuation Routes, Reception Center Route, VCS Places, VCS Traffic Control points and setup sheets, Newberry County Traffic Control Points and setup sheets, Saluda River (SR) Blockade, SR Flood area, SR Traffic Control Points and setup sheets, geodatabases. Analyses: ESN, Fire

and Rescue Squad zones for locations of new facilities, zone size, zone population, etc.

- Is a member of the Emergency Operation Center (EOC) and participates in training exercises for VC Summer, Saluda River (Buzzards Roost Dam), Parr Reservoir Dams, and Sky Watch Weather training. Also maintains and operates the Hurrevac software to help prepare county for Hurricanes or costal evacuations.
- Uploads election data provided by the SC Department of Revenue and Fiscal Affairs in regard to voting precinct, polling place, County Council district, Magistrate district, City Council district (Newberry), State Senate district, State House district, US Senate District, and US Congressional District geodatabases. Analyze data and create reports on address, and road segment address ranges than move from one district and/or precinct to another for Voter's Registration.
- Exports geodatabases into shapefiles and synchronizes data with Think GIS program. Weekly exports address file from Think GIS to GIS server, runs a script on then to add and populate extra fields used in geocoding and imports shape files into sequel server (SDE) geodatabase.
- Receives and responds to inquiries, requests for assistance and complaints in areas of responsibility from other County departments, governmental agencies and the public both by verbal and written correspondence.
- Assists IT with software updates on both departmental and other County departments' computers. Assists IT in troubleshooting and maintaining hardware and software. Works with software vendors to troubleshoot and maintain departmental hardware and software.
- Obtains additional needed information and coordinates records management activities with other County departments and divisions, Municipal, State, and Federal agencies.
- Prepares and delivers at established rates digital GIS data to outside vendors and the public.
- Every 10 years uploads the US Census Bureau data and annually the Boundary Annexation Survey (BAS). Works in conjunction with the E911 Coordinator to verify addresses and location within US Census tract and block group boundaries.
- Performs other duties as assigned by the Assessor.

#### MINIMUM TRAINING, SKILLS AND EXPERIENCE:

*One or more of the following:*

- Requires an Associate's degree in engineering technology, planning, mapping, GIS mapping, or other relevant field supplemented by one to two years of experience in GIS mapping, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

*Additionally:*

- Must possess a valid S. C. driver's license.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under stress when confronted with tight deadlines.
- Must exhibit effective and efficient communication skills using computer and GIS mapping terminology.
- Requires the ability to read a variety of policy and procedure manuals, computer manuals, maps, plats, technical reports, budget documents, etc.
- Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Requires the ability to enter data into computer and prepare records, reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech.

**GENERAL INSTRUCTIONS:** Cover letters, resumes and applications may be submitted via email to HR@newberrycounty.net. Newberry County Employment Applications may be completed by visiting <https://www.newberrycounty.net/departments/human-resources>. A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.

**THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER.**

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