

# Job Opening

**Date:** December 10, 2021

**To:** External Applicants

**From:** Meredith Troughton, HR

**Re:** Job Opening for GIS Analyst

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Qualified applicants are encouraged to apply for GIS Analyst job currently open in the IT Division. This position is open until filled.

Salary range is \$56,495.00 to \$69,237.00.

## **JOB DUTIES:**

Under limited supervision of the GIS Manager, performs computer based technical work in the preparation, review, and revision of geographical information relating to the District sewer system. Work involves utilizing the following but not limited to, ArcGIS, Mobile GIS Applications, Microsoft SQL Server, Microsoft Access, and other Geographical Information System (GIS) software and maintenance software to generate and alter the District's sewer system spatial and business databases as well as assisting in execution of other District programs. Employee must have fundamental knowledge of, and ability to manage, the ArcGIS Enterprise environment, including Portal and Server. Employee is responsible for implementing computer programs customized to the mapping needs of the District and maintenance of the District's GIS databases. Employee is also responsible for developing and maintaining maps of the sewerage system's layout, coordinating various projects, as well as training and coordinating other District employees in use of the GIS system. Work also involves assisting other people in the development and maintenance of GIS maps and databases. Employee must exercise considerable initiative and independent judgment to coordinate the work of other District Staff to meet the overall GIS program goals. Employee must exercise tact and courtesy in frequent contact with representatives of various governmental and quasi-governmental agencies, and the general public. Reports to the GIS Manager.

## **MINIMUM TRAINING AND EXPERIENCE**

- Graduation from a two-year college or technical school with major course work in cartography, civil engineering, geography or a related field, and 3+ years experience with higher level GIS or related work or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Position requires possession of a valid North Carolina driver's license.
- Strong database development, programming, familiarity with utility construction technology and/or project management skills other than those described above will also be considered.

## **PREFERRED QUALIFICATIONS**

- A bachelor's degree is preferred.

Interested candidates can apply online at <http://www.msdbc.org/employopps.php> will find more information at our website: [www.msdbc.org](http://www.msdbc.org). Resumes may also be submitted to [mtroughton@msdbc.org](mailto:mtroughton@msdbc.org)

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