
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: GIS TECHNICIAN
POSITION NO: 003
STARTING SALARY: \$26,747 - \$31,322
DEPARTMENT: PLANNING & DEVELOPMENT (3100)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for the maintenance of the GIS System within the Planning Department and preparation of maps for County roads, subdivisions, and flood diagrams.

DUTIES AND REPONSIBILITIES:

- Utilizes GIS software to maintain GIS mapping applications inputting changes to base maps as they occur; separates digitized maps into layers of information such as base layer, streets, and hydrology.
- Plots and creates maps and other forms of informational presentations using arc information, arc plot, AML, arc view, and arc edit software; produces maps using data bases such as deeds, surveys, subdivision plats, aerial photography, topographic maps, and legal descriptions.
- Develops and maintains database for all addressing information.
- Verifies legal descriptions for annexations, rights-of-way, flood plain determination, and property ownership; ensures closure, contiguous to municipality, etc.
- Digitizes maps by inputting map points into computer through use of electronic drawing board and cursor.
- Define and map boundaries for school districts.
- Utilizes information and computer files from various outside agencies.
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- Installs updates of information into departmental computer system as needed.
- Performs other related duties as required.

NUMBER OF PERSONNEL SUPERVISED: 0

WORKING CONDITIONS:

Work is performed in a smoking-restricted office environment.

MINIMUM QUALIFICATIONS:

Completion of high school with advanced training in computerized graphics, drafting, mapping, or related field; considerable mapping or drafting experience; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Employment is contingent upon satisfactory completion of a traffic offense check.

OPEN DATE: 02-01-19

CLOSE DATE: 02-14-19 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

01 February 2019

060-19