

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2023-014**

BE IT RESOLVED, upon recommendation of Judge/Executive Keith L. Taul, with the concurrence of the Resource and Community Support Committee, to approve revisions to the following job descriptions within the Public Works Department:

1. GIS Coordinator
2. GIS Specialist

APPROVED, by the Hardin County Fiscal Court in its regular meeting on 24 January 2023.



Keith L. Taul
Hardin County Judge/Executive

ATTEST:



Brian D. Smith
Hardin County Clerk

Hardin County Government

Job Description

Non-Hazardous

GIS Coordinator

Pay Grade 18

STATUS	
Date: January 24, 2023	Department: Public Works
FLSA Status: Non-Exempt	Reporting Authority: Public Works Director
Supervisory Responsibility: None	

Job Summary

This position involves administrative and technical responsibilities for Geographic Information System (GIS) activities associated with county government. This position will be responsible for geodatabase creation and maintenance, application development, product request processing, and user training. This position will guide the County regarding GIS matters; promote/expand GIS use within County Departments; and will work closely with departmental GIS Technicians to provide support and adherence to GIS protocols. Specialized professional knowledge of computers and GIS systems is required.

Major Essential Duties

- Coordinate, communicate, facilitate, and execute the GIS duties as directed
- Work directly with the reporting authority in providing GIS analysis for the review of development plans, floodplain permitting, drainage issues, mapping, data analysis, and other engineering related functions
- Create and enforce procedures/protocol manual for data collection, input, and maintenance of the GIS system
- Create GIS maps, develop and maintain documentation and reports as requested.
- Utilize LiDAR point cloud data to perform analytical functions including but not limited to terrain analysis, viewshed analysis, and flood events
- Provide guidance and support in the identification and completion of identified GIS mapping projects
- Coordinate with all departments of Hardin County Government to identify GIS needs; create and/or facilitate an implementation plan within the department
- Evaluate technology advances and promote usage of appropriate technology and applications among various end users
- Coordinate contracts with GIS hardware, software, data conversion, and other providers of GIS products and services
- Teach and direct other department personnel to collect field information utilizing GPS equipment and other post processing software

- Teach and direct other department personnel to perform data input for maintenance of established layers
- Provide technical expertise, user training and support to other department personnel to use GIS related software (i.e. ArcReader, Pictometry, etc) to access GIS data
- Communicate with outside agencies to coordinate GIS activities and to gather and share GIS information
- Perform Drone Flight Inspections / Drone Flight Mapping
- Use Carlson Survey Equipment for requested elevation checks, and data collection

Minor Essential Duties

- Participate and facilitate communication on behalf of Hardin County Government at meetings involving GIS matters related to county government as directed by the reporting authority
- Assist in driving trucks and/ or operate equipment for Public Works Department

Qualifications

Education and/or Experience

- Graduate of a college or university with an Associate degree, majoring in computer science, geography, information systems management, cartography, or related field with emphasis in GIS; and minimum of 3 years applicable GIS job experience
- GIS integration using ESRI software to include ArcGIS Desktop and ArcGIS Online
- Developing and implementing ESRI Geodatabases
- Digitizing, data coding, and verification of projects
- LiDAR visualization using Applied Imagery software, QT Modeler or equivalent
- AutoCAD, and FGDC Metadata creation
- Part 107 Drone Pilot License
- Class B CDL

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and government regulations
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to make presentations on related topics to management, other team members and public groups
- Possess strong oral, written, and listening skill

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed

Reasoning Ability

- Define problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serves the County’s best interests and follow the missions and objectives of the department
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Certificates, Licenses, Registrations

- Part 107 Drone Pilot License
- Class B CDL

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Must be skilled in the effective use of computers and standard office machines, including:
 - Thorough knowledge of standard office computer programs for word processing such as Microsoft Word
 - Spreadsheets such as Works or Excel
 - Visual presentations such as Power Point
 - Knowledge necessary to access and effectively use the Internet
 - Knowledge of web-based applications such as HTML, FrontPage, DreamWeaver and others are a plus
- Must possess the skill necessary to manage workflow, projects, and budgeting and financial management skills

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to type, handle paper, etc.

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County’s best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, Personnel Policy Manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must have personal integrity and remain free of felony convictions
- Must be 18 years or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: January 24, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive

Hardin County Government

Job Description

Non- Hazardous

GIS Specialist

Pay Grade 12

STATUS	
Date: January 24, 2023	Department: Public Works
FLSA Status: Non-Exempt	Reporting Authority: Public Works Director
Supervisory Responsibility: None	

Job Summary

The position involves technical responsibilities for Geographic Information System (GIS) activities associated with County government. This position will be responsible for the development, maintenance, and update of maps / apps and apply spatial analysis solutions to GIS coverages. This position is responsible for creation and maintenance, quality control, and reporting requirements for the various geofiles and database layers which directly link to the Public Works Department.

Major Essential Duties

- Coordinates, communicates, facilitates, and executes the GIS duties as directed
- Creates GIS maps and apps, develop and maintain documentation and reports as required
- Using a Global Positioning System (GPS) unit, collects, downloads and maintains GPS points on all roads, structures, cell tower locations, etc. data with Hardin County
- Inputs and corrects data, researches data conversions, conducts research to locate and obtain information from existing databases, establishes data specifications and ensure data integrity
- Create and enforce procedures/protocol manual for data collection, input, and maintenance of the GIS system
- Create GIS maps, develop and maintain documentation and reports as requested
- Utilize LiDAR point cloud data to perform analytical functions including but not limited to terrain analysis, viewshed analysis, and flood events
- Provide guidance and support in the identification and completion of identified GIS mapping projects
- Assist with all departments of Hardin County Government to identify GIS needs; create and/or facilitate an implementation plan within the department
- Evaluate technology advances and promote usage of appropriate technology and applications among various end users

- Assist in teaching and directing other department personnel to collect field information utilizing GPS equipment and other post processing software

Minor Essential Duties

- Attends and participates in meetings, seminars, and other events related to GIS matters

Qualifications

Education and/or Experience

- Associate's degree from an accredited college or technical institution with a major course work of study in computer science, computer programming, drafting technology or closely related field with 2 years applicable GIS job experience
- Graduate of an accredited high school or equivalent supplemented by four years of GIS experience
- Any equivalent combination of education and related experience which provides the applicant with the necessary skills, knowledge and ability required to perform essential functions of the position
- GIS integration using ESRI software to include the latest ArcGIS suite of products
- Developing and implementing ESRI Geodatabases
- Digitizing, data coding and verification of projects

Language Skills

- Ability to read, analyze, and interpret policies, procedures, professional publications, and government regulations
- Ability to write reports, business correspondence, policy and procedure manuals
- Ability to make presentations on related topics to management, other team members and public groups
- Possess strong oral, written, and listening skills
- Possess a thorough understanding of and be able to communicate in the English language

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra, geometry, and statistics as needed

Reasoning Ability

- Define problems, collects data, establishes facts, and draws valid conclusions
- Interprets a variety of technical and instructional information
- Makes decisions which serves the County's best interests and follow the missions and objectives of the department

Certificates, Licenses, Registrations

- Must possess and maintain a valid motor vehicle operator’s license

Other Knowledge and/or Skills

- Must display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Must be skilled in the effective use of computers and standard office machines, including:
 - Thorough knowledge of standard office computer programs for word processing such as Microsoft® Word
 - Spreadsheets such as Works or Excel
 - Visual presentations such as PowerPoint
- Ability to think through all aspects relating to issues or problems; identify, recommend, and implement solutions
- Possess a thorough geographic knowledge of Hardin County, including cities, highways, landmarks, and surrounding areas

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Focus on computer screens

Occasionally (under 1/3)

Stand or walk
Reach with hands and arms
Lift and/or move up to 25 pounds
Drive a vehicle

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environments described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level is usually low

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the County’s best interests
- Must adhere to applicable provisions of the Department Rules and Regulations, Personnel Policy Manual, Hardin County Administrative Code, Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must be neat in appearance
- Must maintain confidentiality when required
- Must have not been convicted of a felony offense or other crimes involving moral turpitude (misdemeanor convictions will be considered on an individual basis) and remain free from felony convictions
- Must submit to being fingerprinted
- Must be 18 years of age or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: January 24, 2023
Status Box Change:



Keith L. Taul
Hardin County Judge/Executive