

## GIS Specialist I-Term Contract

**Salary:** \$46,293-\$79,213

The Information Technology & Innovation Division with Montgomery County Planning Department of The-Maryland National Capital Parks & Planning Commission is seeking to fill a GIS Specialist I position. GIS Specialists I perform technical mapping/data processing tasks such as certifying and approving accuracy of planimetric and property maps, developing analyses and map presentations using GIS, developing and modifying GIS applications, documenting and developing procedures and techniques for entering and manipulating GIS data, cartographic editing of digital data into final digital maps, and developing procedures for maintaining GIS databases.

### **Examples of Job Responsibilities:** (including, but not limited to)

- Creates, updates, and maintains software applications; interviews users to assess their software application needs; tests programs for accuracy and compatibility with other programs; analyzes the results of tests and revises programs to correct errors
- Assists in monitoring performance of data bases; performs database maintenance and quality control procedures to eliminate errors and to delete obsolete data
- Completes report requests; produces map products and reports using GIS software; analyzes GIS databases as requested.
- Provides GIS technical support and services; communicates users' needs to contractors and coordinates contractors' work; reviews and comments on consultant specifications and practices for GIS contract work; resolves GIS hardware, software and application problems, and informs users of changes and potential problems.
- Assists with training of technical staff and users; identifies training needs; conducts training and provides technical assistance; responds to users' inquiries concerning GIS software and the Unix system.

### **Minimum Qualifications: At the date of filing an application, each candidate must possess the following:**

- Bachelor's degree with a minimum of 24 credit hours in cartography, geography, computer science, information management, GIS, engineering, photogrammetry or related field;
- An Associate's degree or (nationally recognized certification in GIS) including work in cartography, geography, computer science, information management, GIS, engineering, photogrammetry or related field with two years' experience in GIS operating on UNIX, DOS, and Windows platforms may be substituted for the Bachelor's degree.

**OR**

- An equivalent combination of education and experience



**Physical Requirements:**

As required by the responsibilities & duties of the job

**Qualified Applicants are encouraged to submit an application along with a resume & Cover Letter to [HRMCPL@mncppc-mc.org](mailto:HRMCPL@mncppc-mc.org) no later than October 18, 2017 11:59pm. Applications can be downloaded from the website: [www.montgomeryplanning.org](http://www.montgomeryplanning.org)**