

LANCASTER COUNTY  
COMPUTER AND GIS RECORDS ASSISTANT II

NATURE OF WORK

This is responsible technical work processing, integrating and maintaining geographic data, creating and updating computerized macros and producing advanced level maps utilizing the Geographic Information System (GIS), ARCGIS computer software systems.

Work involves integrating, updating and maintaining GIS records and producing advanced-level digital maps. Work also involves assisting in the development, implementation, modification, and maintenance of GPS and GIS data processing systems; creating and maintaining Arc Macro Language files; and developing special reports for agencies within City and County government, private citizens and community organizations. General supervision is received from an administrative superior with work being reviewed in the form of accuracy and results achieved.

EXAMPLES OF WORK PERFORMED

Integrate, update and maintain GIS records and produce advanced-level digital maps; assist in the development, implementation, modification and maintenance of GPS and GIS data processing systems; assist in developing, establishing and implementing policy regarding computer data entry to ensure efficient data access and retrieval; create and maintain Arc Macro Language files.

Analyze geographic, assessment and/or engineering data, records and statistics, assist in identifying appropriate GIS selection criteria and develop advanced-level maps/images and special reports for agencies within City and County government, private citizens and community organizations; respond to inquiries concerning GIS related information; assist in the development and maintenance of a departmental web site.

Investigate and determine cause of problems with GIS computer software applications; research, recommend and test computer programs for departmental use; assist in developing and maintaining department's web site.

Coordinate and manage the Orion computer system for the Assessors/Register of Deeds Office; create, define and maintain custom files for various processes; create and administer user profiles, ID's, passwords, and other general security information.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of computer systems, operating systems and computer hardware and software equipment used in geographic information systems and large database maintenance activities including PC, tablets, data collectors, printers and plotters.

Knowledge of data management principles and practices employed in engineering, planning, or property assessment.

Knowledge of digital mapping techniques and procedures as related to the development, revision and interpretation of maps and cartographic materials.

Ability to write computer programs/queries to access information documented within multiple computer files or relational database systems.

Ability to utilize programming language in the development and maintenance of a departmental web site.

Ability to logically analyze computer system and programming problems and develop workable solutions.

Ability to perform mathematical and geometrical computations.

Ability to analyze legal descriptions, title abstracts and survey data.

Ability to establish and maintain effective working relationships with public officials, co-workers, and the general public.

Ability to communicate effectively both orally and in writing including the ability to train and instruct others.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university in computer science, planning, geography, drafting or related field including experience using ARCGIS or GIS software.

#### MINIMUM QUALIFICATIONS

Completion of an Associate's Degree in computer science, planning, geography, drafting or related field including some experience using GIS software; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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