



COUNTY OF HUNTERDON

Hunterdon County Planning and Land Use / Division of GIS

Vacancy – Geographic Information Systems Specialist 2

Annual Contractual Salary - \$60,480.00

40-hour work week per year / 8:00 AM to 4:30 PM

JOB DESCRIPTION: Under direction of a Geographic Information System (GIS) Specialist 1 or other supervisory official, designs, develops, coordinates, and conducts computerized geographic information system work relating to the geographic analysis of environmental parameters and/or other factors, image processing, interpretation and application of remote sensing data, and mathematical cartography research; coordinates and conducts the operation and maintenance of computer hardware and software associated with the Geographic Information System; does other related duties. Proficient with ArcGIS Pro, ArcGIS Server, ArcGIS Online is required.

KEY EXAMPLES OF WORK (Including but Not Limited to):

Coordinates and/or conducts training sessions for specialized software use.

Coordinates GIS software availability, staff schedules, and contractor time, if applicable, to ensure work goals and deadlines are met.

Coordinates activities for the department with private vendors performing data formatting tasks.

Supports management of web services and data quality assurance. Publishes and manages web services utilizing ArcGIS Server, ArcGIS Pro and ArcGIS Online.

Assists and/or conducts data file management including editing, merging, deletions, and additions.

Works with County departments and divisions to assess their needs and assists in implementing solutions.

KEY KNOWLEDGE AND ABILITIES:

Ability to develop effective work methods, take the lead over other employees, and coordinate all phases of a specific assignment.

Preference will be given to candidates with demonstrated experience in ArcGIS Enterprise, Arcade expression language, HTML, SQL Server Database Administration, project management, and/or graphics editor and design programs.

HUMAN RESOURCES DEPARTMENT
71 MAIN STREET, 3RD FLOOR
PO BOX 2900
FLEMINGTON, NJ 08822

TELEPHONE: (908)788-1114
FAX: (908)806-4236
EMAIL: PERSONNEL@CO.HUNTERDON.NJ.US
WEBSITE: WWW.CO.HUNTERDON.NJ.US



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REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience with geographic information systems including computer graphics and computer hardware digitizing procedures.

NOTE: A Master's degree in Geography, or Environmental Science may be substituted for one (1) year of the indicated experience.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A specific Bachelor's degree in Geography, Environmental Science or related field with twelve (12) semester hours in computer mapping/GIS which shall have included spatial programming and digital image processing may be substituted for one (1) year of the above experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011 all employees must reside in the State of New Jersey unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

OPEN TO THE FOLLOWING: Applicants must meet the job specification on file at the Civil Service Commission. To view the Civil Service Commission's Job Specification, please visit: <https://info.csc.state.nj.us/jobspec/03163.htm>

To Apply: Please submit a County Employment Application including a Resume & Cover Letter, see link below for application:

<https://www.co.hunterdon.nj.us/DocumentCenter/View/389/County-of-Hunterdon-Application-for-Employment-PDF?bidId=>

Send to: Hunterdon County Human Resources via email personnel@co.hunterdon.nj.us or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

****This position is covered by the New Jersey Civil Service Commission and all initial appointments are noncompetitive, examined via a 90-day working test period.***

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