

NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY

GIS Administrator
Information Technology
Pahrump, NV

Under direction of the Database Manager, or designee, creates and maintains County Geographic Information System (GIS) data base, including assembling source materials, verifying accuracy of data, digitizing, and entering attribute data.

Job Responsibilities:

- Assist other departments, outside vendors and the public with obtaining various parcel information by researching and compiling parcel materials and maps.
- Prepare maps and attribute data for inclusion in the Geographic Information System data base by researching and verifying the accuracy of materials and data sources.
- Design and complete day-to-day tasks such as coding and digitizing maps and/or geographic feature data into various data layers within the GIS and perform quality control checks to ensure the integrity of the data base.
- Determine and execute the appropriate sequence of processing tasks to appropriately complete a GIS automation assignment, including digitizing data, building topology, checking for label errors, and creating final plots.
- Creates, maintains, acquires, and distributes GIS data for use with street centerlines, water bodies and features, easements, zoning, aerial photograph, soil surveys and digital evaluation models.
- Train department and County staff in the basic steps required to digitize maps for the GIS database.
- Perform basic system administration duties by making backup copies of the database, cleaning and maintaining the graphic equipment, and color electrostatic plotter.
- Design and prepare various cartographic products for presentation to the Board of County Commissioners and for division staff and other departments.
- Assist with database maintenance.
- Required to participate in continuing education related GIS coursework.

Job Requirements:

- Graduation from a high school or G.E.D.
- Associates Degree in GIS or two years of experience in drafting maps or other graphic representations of property descriptions.
- Any equivalent combination of closely related training and experience.
- Valid Nevada driver's license.

Nye County requires a pre-employment drug screen through a designated facility; employment is contingent upon successful completion of this process.

Pay Rate: \$27.62/ Hour

Benefits: Nye County offers an attractive benefits package including 100% County paid medical, dental, vision, and life insurance for the employee, paid sick and annual leave accrued monthly, Eleven (11) paid holidays, Nye County participates in the Public Employees Retirement System (PERS) and contributes 100% of the employee contribution.

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not filled out completely **will not** be considered. Applications may be obtained and returned to the following NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2101 E. Calvada Blvd., Suite 150, Pahrump, NV 89048. Applications may also be obtained by emailing human_resources@co.nye.nv.us or can be downloaded from www.nyecounty.net. Nye County is an Equal Opportunity Employer, applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 482-7244 with any questions. **Deadline: October 12, 2021 @ 5:00 p.m.**