

All resumes should be emailed to Cindy Dibb at cdibb@co.hamblen.tn.us.
For questions, contact Keith Ely, Assessor of Property at kely@co.hamblen.tn.us or 423.586-1852.

GIS TECHNICIAN

Nature of Work

This position is responsible for administrative, mapping and GIS work utilizing sophisticated software such as GIS and CAD packages in order to prepare and maintain digital maps and other documents for the Assessor of Property and other departments within Hamblen County Government. The Technician provides support for assessment mapping, 911 addressing, county-wide interdepartmental GIS, land records maintenance and other functions as assigned. This position will report to the County Mayor and will work closely with the Assessor of Property and Morristown-Hamblen GIS Partnership.

Illustrative Examples of Work

- Create and maintain cadastral database using ESRI ArcGIS;
- Research legal documents filed with the Register of Deeds' Office;
- Produce digital and/or printed maps for the Assessor's office, Planning and Zoning Department and the general public;
- Manage operation of GIS equipment, software, data and products;
- Provide technical and administrative assistance for the County GIS program and the Morristown-Hamblen GIS Partnership;
- Responsible for managing the County's addressing system in cooperation with the Assessor of Property and the Planning and Zoning offices;
- Works closely with other County government departments to complete data analysis projects;
- May provide limited supervision and training of fellow employees for the use and maintenance of the digital cadastre system;
- Responsible for making presentations to county departments or to audience attending public meetings ranging in size from 5 to 50 people;
- Attends meetings, conferences, workshops and other training;
- Performs other duties as assigned.

Necessary Requirements of Work

- Associates Degree required; Bachelor's Degree preferred;
- One to Three (1-3) years' experience with performing GIS data management and analysis functions;
- CMS (Cadastral Mapping Specialist) – IAAO preferred; or, equivalent training, education and/or experience;
- Skilled in the use of commonly used office related software programs including word processing, database management and spreadsheet applications;
- Skilled in using highly technical computer applications, such as ESRI ArcGIS;
- Considerable knowledge of core GIS concepts such as projections and coordinate systems, database design, spatial analysis, web services and metadata creation;
- Ability to repair, develop or install computer hardware or network systems;
- Ability to repair, develop or install complex software or management information systems;

- Skilled in the use of small office equipment including office machines and or multi-line telephone systems;
- Ability to effectively prioritize job related activities and consistently meet all imposed deadlines and reporting requirements;
- Ability to work in a dynamic environment that requires adaptation to changing goals, priorities and needs;
- Ability to deal with detailed and complex information in a consistently accurate and thorough manner;
- Ability to learn and manage the County's addressing policies and procedures;
- Ability to organize and communicate effectively both orally and with the written word using the English language;
- Ability to interact with local officials and professionals, co-workers, property owners, developers and the public in a courteous and professional manner and develop and maintain effective relationships with persons involved with GIS mapping operations.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's license and the ability to be insured at standard vehicle liability rates;
- Ability to pass a pre-employment drug screen.