

The Kendall County Geographic Information System (GIS) Department is seeking an enthusiastic, detail-oriented, highly motivated individual for the position of GIS Specialist.

The primary job responsibilities of the GIS Specialist will be to perform cadastral mapping tasks – including interpreting legal descriptions, database maintenance, and interacting with the public, either via phone or in person. The ideal candidate will be willing to learn new technologies and able to work with a variety of County Departments.

This position requires a minimum of an Associate’s degree in Geography, related field, or extensive experience utilizing ESRI products. New graduates are encouraged to apply.

For more information, please review the full job description provided in the official posting on Kendall County’s website: <https://www.co.kendall.il.us/employment/>

The minimum salary will begin at \$35,000 annually, depending upon qualifications and experience, along with an extensive benefits package. Working hours are 37.5 hours per week; office is open from 8 am to 4:30 pm, Monday through Friday.

Questions and additional details concerning this job posting should be directed to GIS Coordinator Meagan Briganti – Mbriganti@co.kendall.il.us

Interested candidates may submit their application and resume by email to MBriganti@co.kendall.il.us with the subject “GIS Specialist” or by mail to:

Meagan Briganti
111 West Fox Street, Rm. 308
Yorkville, Illinois 60560

Position will remain open until filled.

[Click here for Application](#)

Kendall County Job Description

TITLE: GIS/Cadastral System Specialist - Senior
DEPARTMENT: Geographic Information Systems (GIS)
SUPERVISED BY: GIS Coordinator
FLSA STATUS: Non-Exempt
APPROVED: 09/20/2016

I. Position Summary:

To perform comprehensive and complex work in the development, maintenance, and provision of technical support related to production, database maintenance and implementation of Cadastral and Geographic Information System (GIS) projects and maintain related documentation.

II. Essential Duties and Responsibilities:

- A. Performs routine to moderately complex cadastral mapping duties using ESRI GIS core products; computer-aided drafting software utilizing (CAD/GIS) principles.
- B. Performs cadastral tasks including the preparation and maintenance of County maps related to property boundaries of various kinds.
- C. Uses GIS workstation to prepare new maps and revise existing maps to show accurate boundaries, configurations and areas of parcels.
- D. Creates new and edits existing graphical and tabular data; complete geographical analysis to create complex queries and spatial overlays; implement new data.
- E. Interfaces directly with clients to determine their needs and make recommendations.
- F. Interprets legal descriptions, records of surveys, tract and parcel maps, and other related documents; utilizes a data management computer system to retrieve and enter property information.
- G. Researches for property boundaries and title verification.
- H. Performs area calculations as required using a variety of methods.
- I. Assures quality objectives and standards are maintained through routine examination of projects, providing verification of data integrity and data distribution.
- J. Serve as a liaison for the GIS function with other County departments and elected offices.
- K. May lead and direct the work of others; a wide degree of creativity and latitude is expected.
- L. Perform project lead responsibilities.
- M. Performs other duties and responsibilities as assigned.

III. Qualifications:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position:

A. Skills, Knowledge and Abilities:

- Ability to use a GIS system in creating or updating of maps showing property boundaries, political subdivisions and taxing districts for finished intelligence, presentations, publications, and/or web sites.
- Reads and interprets complex or detailed data, policies or legal descriptions related to title searches and the preparation of cadastral maps.
- Knowledge of GIS principles including data types, data layers; basic geographic, analytic, and statistical functions, map projections, geographic coordinate systems, and data formatting.

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- Plot maps from legal descriptions, deeds, survey data, tract descriptions and existing maps and utilize a data management computer system.
- Ability to operate a variety of office equipment including, but not limited to computer, plotter, scanner, printer, typewriter, copier, calculator, fax machine, drafting tools, etc.
- Reviews legal descriptions of real property, and understand and interpret government codes, legislation or legal provisions to cadastral mapping or boundary issues.
- Makes mathematical computations to calculate bearings, distances, areas and closures.
- Explains and interprets division activities and policies to the general public.
- The ability to present information and communicate effectively both orally and in writing with staff, county officials, and the general public.
- Prepares routine reports and correspondence.
- Ability to build teamwork; organizes, prioritizes and performs multiple tasks in a timely manner.
- Works with diverse populations.

B. Work Standards and Best Practice Guidelines:

- Complies with all applicable state and federal laws and regulations.
- Adheres to all applicable County policies and procedures.
- Commitment to quality results and customer focused.
- Dependable; has integrity and a willingness to learn.
- High degree of professionalism. .
- Proven time management skills.

C. Education and Experience:

- A minimum of an Associate's Degree or equivalent work experience.
- Five (5) or more years in related GIS fields is required.
- Experience related to ArcGIS and related tools are highly desirable.
- Proven history of effective working relationships with co-workers, department managers, staff, and the general public; ability to deal tactfully and courteously with the public and solve problems within scope of responsibility.
- GIS and Cadastral certifications are preferred.

IV. Physical Demands:

While performing the duties of this job, the employee must be able to:

- Frequently sit for long periods of time at desk or in meetings;
- Occasionally lift and/or move up to 40 pounds;
- Use hands to finger, handle, or feel;
- Reach, push and pull with hands and arms;
- Bend over at the waist and reach with hands and arms;
- Talk and hear in person and via use of telephone;
- Specific vision abilities include close and distance vision, depth perception;
- Travel independently to other County office locations.

V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- Inside environmental conditions.
- The noise level in the work environment is usually quiet to moderately quiet.

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- Employee may be exposed to stressful situations while working with users, law enforcement, department heads, elected officials, vendors, and the general public.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor
cc: personnel file, employee

Date