

## **JOB ANNOUNCEMENT CARBON COUNTY**

**POSITION:** Geographic Information Systems (GIS) Coordinator

**SALARY:** DOE probationary wage up to \$34.88/hr

**SCHEDULE:** Monday-Friday, 8:00am-5:00pm (1 hour lunch)

### **PURPOSE OF THE JOB:**

1. Design, develop and maintain spatial geodatabases for county operations using local, state and national standards;
2. Serve as the addressing authority for the County and its incorporated municipalities;
3. Provide GIS support to county departments in the form of paper maps, Web and field map applications and training;
4. Leverage geospatial technologies to support and enhance local government services to the public.

### **KNOWLEDGE AND SKILLS:**

#### Required:

- Bachelor's degree from an accredited college or university with coursework in Geographic Information Systems, Computer Science, Civil Engineering or a closely related field, and two (2) years GIS system development and support experience. Equivalencies include an associate's degree in GIS, computers, or a related field and four (4) years GIS system experience; or a high school diploma or GED and six (6) years of experience.
- Knowledge of the principles and practices of computer science and information systems including the principles, practices, terminology, and trends in GIS and related technologies; database systems and their design; computer operating systems; geographic information applications, analysis, and the relationships between different types of spatial data; cartographic principles and spatial analysis; project management; and contract administration
- Knowledge of ArcGIS Pro, ArcGIS Online and related ESRI solutions
- Proficiency at operating computers, GNSS receivers, and other office equipment
- Possession of a current valid Montana driver's license
- Physically fit to perform job duties
- Ability to work without direct supervision
- Ability to work well with the public and have good public relations skills
- Ability to maintain confidentiality
- Dependable, trustworthy and responsible

#### Preferred:

- Competency in the use of computer and Web applications including:
  - o ElectMt.gov
  - o Montana Cadastral System
  - o Microsoft 360 Suite
- Knowledge of applicable Local, State and Federal laws and regulations

**APPLY:** Application and full job description available at Human Resources (17 11th Street W,

Red Lodge, MT) or on the Carbon County website at <https://carbonmt.gov/discover-carbon-county/careers/>

The first review of applications will be of those received by Thursday, February 13, 2025, by 5:00pm MST. Interviews will be arranged after review of applications. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening. Qualified applicants will remain in a hiring pool for a maximum of 12 months.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.

PUBLISH: Carbon County News, January 30 & February 6, 2025