
October 14, 2009

JOB OPPORTUNITY BULLETIN

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WE RESERVE THE RIGHT TO CONSIDER POLK COUNTY EMPLOYEES FOR PROMOTION OR TRANSFER PRIOR TO CONTACTING PERSONS NOT EMPLOYED BY THE BOARD OF COUNTY COMMISSIONERS.

SENIOR PROGRAMMER ANALYST (GIS)

Job Order # 10377

Re-Post of Job Order # 10339

Must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated below:

POSITION DUTIES: Technical GIS work analyzing all aspects of water and wastewater utilities. Geographical Information Systems (GIS) design, implementation, quality control and functionality. Performs the following duties with periodic direction from a Systems Analyst or member of management. **Project Coordination:** Responsible for coordinating projects from analysis through implementation for small to moderate systems. Arranges and conducts meetings with staff to determine application needs for increased productivity. **Maintain Knowledge of Customer's Applications:** Maintains an in-depth knowledge of the clients GIS application. **Training of Customers and Utilities Staff:** Trains employees and clients in the proper use of new GIS systems. Provides technical assistance, guidance and training for customers and Utilities staff for specific GIS applications. **System Development:** Performs technical work writing and maintaining programs and related documentation. Creates test data and evaluates test results. Responsible for system development consisting of system design, implementation and support. Provides technical expertise in all phases of program and database development. Develops standard operating procedures for all GIS activities. . Utilizes best practices for the entry, execution, development and processing of map data. **Perform Analysis and Design:** Performs systems analysis, design, construction, and ongoing system support. Completes accurate program development and project duration estimates. Develops time/cost estimates. Develops cost benefit studies. Documents and reports on systems analysis and design phases. Estimates impact upon system resources. Participates in post-implementation reviews and revisions. Responsible for the development and maintenance of the ArcGIS databases on the GIS, which includes, but is not limited to converting data from various sources (surveys, aerial photographs, plats, construction plans, as-built drawings, etc.) for entry in the GIS. **Principal areas of responsibility include:** Designs and implements Utility GIS mapping, database programs and other technical work related to the Utilities GIS. Ensures GIS compatibility with Utilities Land Management Information, Computerized Maintenance Management Systems and SCADA. Preparation of documentation for programs, operations and users, and field data collection as needed using Global Positioning System (GPS) collectors. Performs related GIS and Utilities Engineering activities as required. Responsible for maintaining file digitization program of all Subdivision drawings and maps using GPS survey control points and related digital files using ArcGIS and other computer software. Performs related duties as required.

MINIMUM QUALIFICATIONS: Graduate of an accredited four (4) year college with major course work in Information Systems, Geographic Information Systems (GIS), Geography or a related field and have a minimum of three (3) years experience, including two (2) years in a major GIS analysis and design project. Must have a valid driver's license and be able to secure a valid Florida driver's license at the time of employment within this classification. A comparable amount of related training and experience may be substituted for the minimum qualifications.

SPECIAL PREFERENCES: Applicants with knowledge of water, waste water and reuse Utilities systems and Utilities Land Management Information, Computerized Maintenance Management Systems and SCADA.

JOB LOCATION: Information Technology

WORK SCHEDULE: 8:00 a.m. - 5:00 p.m., Monday thru Friday

CLOSING DATE: Pending

Interested applicants and employees should complete a Polk County Application for Employment no later than the closing date indicated above. Applications may **only** be made electronically on the Polk County BoCC website @

www.polk-county.net

POLK COUNTY BOARD OF COUNTY COMMISSIONERS, HUMAN RESOURCES

(863) 534-6030

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/VP