



Employee Job Description

Department: Tax Assessment
Position Title: GIS Technician
Pay Classification: PA04 (Entry \$19.51/hr.)
Full Insurance and Paid Time off Package
County Pension
Reports To: Chief Assessor/Director

Position Summary:

The GIS Technician's primary function will be to assist the County Assessment Office with the active management of the county's parcel dataset in addition to other datasets and databases actively managed by the county GIS Department. This position will also assist the GIS Coordinator with the planning, organization, management, deployment, operation, and configuration of the GIS system architecture. The GIS Technician must be extremely well organized and have the ability to work independently to prioritize their workload to meet constant deadlines while at all times maintaining the required standard practices of the office in accordance with both state and local laws, practices and procedures.

Requirements:

- Bachelor's Degree required in geography, geographic information systems, cartography, or related field and/or equivalent combination of education and experience.
- Experience working with GIS, digital mapping, drafting or similar experience preferred
- High level and comfort with IT system hardware and software.
- Experience working with a variety of GIS systems, including but not limited to ESRI ArcGIS products (ArcMap, ArcGIS Pro, ArcGIS Enterprise, ArcGIS online).
- Previous programming experience with a variety of languages (Python, Javascript, SQL, C##, Java, Visual Basic)
- Previous experience with Relational Database Management Systems and Database Mapping experience using Access, dBASE, MS SQL, Oracle, Postgres, and ODBC.
- Must have the ability to work independently on projects as outlined by supervisors.
- Ability to make oral and written presentations

Responsibilities:

- Work closely with the assessment/mapping office to accurately digitize deeded descriptions of lands, easements, right of ways, subdivisions/land developments, encumbrances and other cadastral records
- Assist the GIS Coordinator in maintenance and upkeep of GIS databases, web services, existing workflows

- Work closely with GIS Coordinator to assist in developing policies, procedures, services, and deliverables
- Work closely with various County Departments & Agencies, state agencies, municipalities, and other collaborative partners to continually build and improve the GIS System and datasets contained within
- Assist with the Selection of appropriate hardware/software and implementation of system enhancements.
- Provide training, technical assistance, and customer service to colleagues, collaborative partners, members of the public, and others
- Prepare reports to be submitted to supervisors on a regular basis.
- Prepare presentations regarding projects, methodologies, results and implications for County Commissioners, County Boards, GIS organizations and other Governmental Agencies as assigned
- Maintaining the maps used for Clean and Green determination, soil maps as well as maintaining updates to the enrolled parcels.
- Preparation of Clean and Green parcel maps.
- Mapping and maintaining of all Solar Farms and activity.
- Assist the general public, property owners, attorneys, title searchers, appraisers and surveyors, and other county and governmental offices both on the phone and at the counter regarding ownership and assessment information.
- Assist with and provide support for UPI Certifications.
- Assist with and provide support for any and all countywide reassessment projects whether conducted by the Mercer County Tax Assessment Office or any outside company. This includes attendance at public meetings, work sessions, and any other meetings related to reassessment projects as necessary.
- Respond to questions and provide general information, forms and discuss procedures related to any of the programs administered by the Assessment Office.
- Attend trainings as required
- All other duties as assigned

To Apply:

Please complete the standard [County of Mercer Application](#) and send a letter of interest, salary history, and your resume to the following:

Mercer County
 HR Department
 125 S Diamond Street, Suite 17
 Mercer, PA 16137
hr@mercercountypa.gov

Applications can be submitted via USPS, e-mail, or hand delivered.

Deadline to Apply: Position posted until filled