



Orange County Supervisor of Elections Job Opportunity Announcement

Date:	July 18, 2017
Job Title:	GIS Technician
Department:	Information Systems
Recruiting Location:	Orlando, FL
Position Type:	Regular / Full-Time
FLSA Status:	Non-Exempt
Application Deadline:	Open Until Filled

General Position Overview:

Responsible deputy position reports to the Data Reporting Supervisor and does not supervise any full time staff. Maintains accurate and current street and precinct maps of Orange County for the Supervisor of Elections (SOE) voter registration system.

GIS Technician position functions and duties Include, But Are Not Limited To:

- Maintain accurate and current Street Index System and Precinct Map, incorporating all changes resulting in actions of federal, state, county, and municipalities in Orange County; provide information to re-district and re-precinct as required by these changes.
- Update municipal boundary information with annexation data.
- Maintain the precinct geography by US Census Blocks on the SUP street index, GIS mapping database, and County GIS database layer.
- Assist Elections Coordinators in locating polling places and maintaining the Polling Place list with directions in English and Spanish
- Prepare work orders for printing of precinct registers.
- Supervise temporary staff in compiling printed precinct registers
- Assist in managing voter records to reflect changes in Street Index System.
- Provide geographic information and mapping services to other SOE departments, county officials, or public as requested.
- Conduct land records research with county and state agencies to resolve errors and complete omissions.
- Prepare CDD reports as needed.
- Perform all other duties as assigned.

Essential Minimum Qualifications Required:

- Associates Degree or Professional GIS Certification
- Minimum of two years' experience in a position using geographical information systems to create, modify, and edit maps
- Ability to query and manipulate data using GIS systems
- Ability to interpret aerial photos and legal property descriptions
- Past position working with projects from conception to completion with a high degree of accuracy and attention to detail
- Proficiency with Microsoft Office products including advanced knowledge of spreadsheets, database queries, and word processing, and ability to learn new software programs
- Prior work experience in a position with rapidly changing priorities and deadlines
- Valid driver's license and driving history that meets SOE driving standards

MANDATORY SPECIAL REQUIREMENTS:

Able and available to work extended days and weekends as needed, with little or no advance notice, and perform related duties as assigned to meet the needs of the office.

DISCLAIMER:

This is a general overview of the GIS Technician position. The Orange County Supervisor of Elections reserves the right to change, alter or void all or any part of this position overview, at any time, with or without notice.

AT WILL STATEMENT:

Employment at the Orange County Supervisor of Elections' Office is on an "at-will" basis. It may be terminated at any time, with or without cause by either the employee or employer. It is not guaranteed, contracted or promised for any length of time. No person other than the Orange County Supervisor of Elections has the authority to alter the at-will status of your employment or to enter into any employment contract with you. The Orange County Supervisor of Elections reserves the right to change, amend or revoke rates of pay, terms and conditions of your employment and job offers at any time.

HOW TO APPLY**Mail application to:**

Orange County Supervisor of Elections
Attention: Human Resources
PO Box 562001
Orlando, FL 32856

Email application to:

recruiter@ocfelections.com