



# OFFICE OF THE AUDITOR LORAIN COUNTY, OHIO

**J. CRAIG SNODGRASS, CPA, CGFM**  
Auditor

## **Job Posting:** GIS Technician

### **Summary of Job:**

This position assists in developing, updating, analyzing, and managing GIS data for a wide variety of professional services. The ideal candidate will have hands-on experience with ESRI ArcGIS software and a strong background in geographic information systems. You'll work closely with internal and external teams to deliver GIS data and services to clients, with a focus on teamwork, customer service, and continuous improvement. The GIS Technician will play a crucial role in data management, analysis, reporting, and map creation to support various projects within our organization. This position requires a keen eye for accuracy, excellent problem-solving skills, and the ability to work collaboratively with other team members.

### **Responsibilities include, but not limited to:**

- Assists with the development, implementation, and maintenance of GIS applications and datasets
- Create GIS data, extract digital features, research land survey records and ownership data.
- Create and update GIS maps and map layers.
- Keeps files and records up to date.
- Assist with implementing improved GIS system work methods.
- Check legal descriptions
- Plot legal descriptions and boundaries
- Knowledge and ability to operate ESRI based products.
- Assist in establishing and maintaining GIS database quality control and quality assurance procedures.
- Create and modify maps & drawings as requested in GIS software.
- Scan and digitize record drawings and project files and create GIS data layers and attribute databases from the extracted data.
- Develop and implement data management protocols to maintain data integrity.
- Data entry/record updates
- Performs other duties as assigned and/or required.

### **Skills and Qualifications:**

- Preferred bachelor's degree in GIS, Geography, Computer Science, or closely related science field., but not required
- Strong analytical and problem-solving skills.
- Experience utilizing GIS software like ArcGIS and other ESRI products.
- Ability to work with various data sources like MS Access and Excel.
- Excellent teamwork and customer service skills.

**Benefits:** Dental, Health & Vision

**Schedule:** M-F 8am – 4:30 pm