

HERNANDO COUNTY PROPERTY APPRAISER JOB DESCRIPTION

Job Title	Planning GIS Technician		
Department	GIS	Salary Range	\$36,969 - \$56,240 01/07/2025
Reports To	Director of Technology/HR	FLSA	Non Exempt

GENERAL DESCRIPTION:

This position requires skills and knowledge of GIS, cartography, and data processing. A Deputy in this position works with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. This Deputy, as a part of the Planning GIS Business Unit supports the County Planning Department's GIS function.

ESSENTIAL JOB FUNCTIONS:

- Research and gather required information for inquiries from property owners, title companies, government agencies and for the creation of new parcels and subdivisions by reviewing and interpreting deeds, surveys and plats. [Display Single Feature in Layer Containing Multiple Features](#), [Line Editing Toolbar & Editing Option](#), [Merge Procedure for Acreage Parcels in ArcMap](#), [Shapefiles to GIS Librarian](#), [Adding City Annexations and City Zoning](#), [HCPA.Zoning Table Backup Process](#), [Zoning Identification Process](#), [Zoning Layer Update Process](#), [Zoning Split Layer Process](#).
- Utilize ESRI's ArcGIS system in the compilation of various thematic maps as well as inputting data into the databases related to themes. [Add or Remove Field to Feature Class in ArcMap](#), [Creating From a Layer](#), [Joining Data in ArcMap](#), [Layers Creating and Using in ArcMap & ArcCatalog](#), [Merge Procedure for Acreage Parcels in ArcMap](#), [Shapefiles to GIS Librarian](#), [Spatial Join \(Analysis\)](#), [Adding City Annexations and City Zoning](#), [Changing Exhibit Map Size to Minute Track](#), [Florida Master File \(FMSF\) Process](#), [HCPA.Zoning Table Backup](#), [Zoning Case Process](#), [Zoning Identification Process](#), [Zoning Layer Update Process](#), [Zoning Split Layer Process](#), [Zoning Symbology Process](#).
- Maintain and update GIS Service Request form database and Central GIS program procedures. [LIB Server Layers to Librarian](#), [Shapefiles to GIS Librarian](#).
- Prepare metadata and other documentation and perform quality control procedures to ensure database integrity. [Librarian Procedure Copying & Importing Metadata](#), [Raster Server Layers](#), [Shape Files to Librarian](#), [EPA Metadata Editor Installation and Using](#), [EPA Metadata Editor Updating Contact Info](#).
- Design and produce Planning maps with aerial photos for public use (i.e., Website) using various types of plotters, color printers, etc. and examine maps for quality. [ArcMap Printing to Scale](#),

Creating a Selection Layer in ArcMap, Creating Buffers in ArcMap, Using a Map Template, Changing Exhibit Map Size for Minute Track, HCPA.Zoning Table Backup, Zoning Case Process, Zoning Identification Process, Zoning Layer Update Process, Zoning Symbology Process.

- Make detailed graphic renderings for public hearings (i.e., Board of County Commissioners, Planning and Zoning, etc.). ArcMap Printing to Scale, Creating a Selection Layer in ArcMap, Creating Buffers in ArcMap, Using a Map Template, Changing Exhibit Map Size for Minute Track, HCPA.Zoning Table Backup, Zoning Case Process, Zoning Identification Process, Zoning Layer Update Process, Zoning Symbology Process.
- Edit and maintain the Planning GIS Business Unit Layers in SDE Edit. Convert data from various sources into ArcGIS shapefile format and calculate size of parcels. Creating a Selection Layer in ArcMap, Exporting File or Personal Geodatabase, Joining Data in ArcMap, Layers Creating and Using in ArcMap & ArcCatalog, Line Editing Toolbar & Editing Option, Merge Procedure for Acreage Parcels in ArcMap, Spatial Join (Analysis), Using a Map Template, Adding City Annexations and City Zoning, Florida Master File (FMSF) Process, HCPA.Zoning Table Backup, Zoning Symbology Process.
- Conduct abstract searches and prepare proper legal descriptions of the various parcels involved using electronic data inquiry and retrieval systems. Performs spatial analysis to maintain accurate base map. Display Single Feature in Layer Containing Multiple Features, Line Editing Toolbar & Editing Option, Merge Procedure for Acreage Parcels in ArcMap, Shapefiles to GIS Librarian, Spatial Join (Analysis), Adding City Annexations and City Zoning, HCPA.Zoning Table Backup Process, Zoning Identification Process, Zoning Layer Update Process, Zoning Split Layer Process.

JOB STANDARDS:	
Education	High School Graduate or GED Certification
Experience	Minimum two years experience in cadastral mapping, drafting or GIS.
Licenses or Certifications	Successfully complete IAAO Course 600 within one (1) year of hire date or upon course availability.

EQUIPMENT USED:
Personal computer, printers, plotters, calculator, facsimile machine, copier, telephone and other office equipment.

CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS:
<ul style="list-style-type: none"> • Ability to express ideas clearly and concisely in writing or orally in a friendly manner. • Ability to use software programs related to job functions accurately and effectively. • Must be able to establish and maintain effective working relationships with other Deputies, County departments and governmental agencies and businesses.

- Ability to interact in a team environment with co-workers with tact and diplomacy.
- Ability to analyze facts and exercise judgment, arriving at valid conclusions.
- Ability to understand and interpret oral and written instructions.
- Able to work independently, be self-motivated and task oriented.
- Knowledge of office procedures, correspondence and standard business practices.
- Proficient with map making and cartographic presentation of GIS data.
- Ability to endure repetitive work.

ESSENTIAL PHYSICAL SKILLS:

Constantly operates a computer and other office machines such as a calculator, printer, facsimile machine, etc. Constantly be able to remain in a stationary position. Constantly uses speech, vision and hearing skills to perform duties.

ENVIRONMENTAL CONDITIONS:

Office environment working closely with others. Occasional off-site training.

MARGINAL/SECONDARY JOB FUNCTIONS:

Perform other necessary related duties as assigned by immediate supervisor.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

DEPUTY SIGNATURE	DATE

IMMEDIATE SUPERVISOR SIGNATURE	DATE