

**Horry County**  
**Human Resources Department**  
**Risk Management**  
1301 Second Avenue  
Conway, SC 29526



Post Office Box 997  
Conway, SC 29528-0296  
Phone: (843) 915-5230  
Fax: (843) 915-6230  
horrycounty.org

## **Job Vacancy**

**Position:** GIS Analyst  
**Salary Range:** \$48,095 - \$72,144  
**Type:** Full-Time  
**Classification:** G316

**Department:** PLANNING & ZONING  
**Posted:** 6/3/2021  
**Closing Date:** 6/17/2021 at 5:00 pm

### **General Job Description**

Under minimal supervision, maintains and develops GIS data and products for departmental use and by other County staff, government agencies, utilities, developers, and the public. The primary responsibility of this position is to conduct daily review and maintenance of the Horry County GIS Zoning Layer and the development and maintenance of other departmental GIS data and maps as needed. Coordinates with other department staff to provide GIS technical assistance and analysis, in addition to providing department staff with GIS tutorials and trainings. This position will assist with posting properties, producing public notice mailing lists, analysis of conditions, and providing maps for the technical review of the Planning Commission, Zoning Board of Appeals, and other meetings as needed.

### **Essential Duties & Responsibilities**

- Regular quality assurance and quality control of the Horry County Zoning layer using City Works Software and ESRI ArcMap.
- Monthly updates the Variance and Rezoning GIS layers.
- Semi-Annual updates to the Major Residential Developments Layer, specifically in January and July.
- Maintains other departmental GIS data as needed or requested, including metadata.
- Maintains the department's GIS files.
- Maintains the basemap that is utilized by the members of the department for analysis and decision-making purposes.
- Creates professional, high quality maps to include in reports, plans, posters, and presentations.
- Responsible for coordinating mapping needs with IT/GIS and the Assessor's Office.
- Responds to both internal and external mapping, analysis, and data requests.
- Develops professional quality reports utilizing GIS data as requested.
- Coordinate with IT/GIS to ensure that the department's GIS data within Energov, the County's ArcGIS HUB, and Online GIS map is accurate and up-to-date.
- Provides GIS training and assistance to other members of the department.
- Maintains working knowledge and proficiency in ArcGIS, new versions of the software, and tools.
- Assists with rezoning, variance, mining, and other public hearing cases, including mapping of sites, posting properties, producing public notice mailing lists, and other analysis as needed for the department to thoroughly review cases and ordinances.
- Provides addressing assistance, as requested.
- Assists with other tasks as may be needed by the department.

## Knowledge & Abilities

### Qualifications:

Qualified candidates must possess an Associate's Degree in Geographical Information Sciences (GIS), computer science, geography, engineering, surveying or other relevant field with a minimum of two years of GIS work experience or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to successfully meet the job responsibilities.

### Certificates, Licenses, Registrations:

Minimum: ArcGIS Desktop Entry Certification; Preferred: ArcGIS Desktop Associate Certification.

### Office Equipment:

Must be able to operate and utilize a variety of office equipment: computer, telephone, computer keyboard, mouse, plotter, printer, scanner, fax, calculator, etc. Responsible for maintaining the department's plotter and plotter supplies.

### Office Software:

Must be able to utilize and acquire knowledge of office software required for job functions: Word, Excel, Outlook, City Works, and ArcGIS. Working knowledge and proficiency of ArcGIS upgrades is necessary for job performance.

## Working Conditions

This position is within an office setting with field work as needed to support the duties and responsibilities of the job. Candidates must be able to work with both internal and external customers. The job requires detailed work that often times can be interrupted by other staff or members of the public that are in need of assistance with mapping, addressing, or geospatial data analysis. This position may require occasional travel to support continuing education.

### Physical Demands:

This position primarily consists of sedentary computer work. Must be able to exert up to twenty pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. At times, this position will require operating a County vehicle and conducting site visits that will require walking and photographing of property conditions and their surroundings.

## Other Requirements

Follows established county policies and procedures. Stays up-to-date on policies, ordinances and procedures that are relevant to job. Maintains required certifications and computer skills. Attends training as needed to support the function of the job and County work requirements.

**HORRY COUNTY HUMAN RESOURCES ACCEPTS ON LINE APPLICATIONS ONLY. PLEASE VISIT OUR WEBSITE AT [www.horrycounty.org/employment](http://www.horrycounty.org/employment) AND CLICK ON THE EMPLOYMENT ICON TO COMPLETE AN APPLICATION. ALL APPLICATIONS /RESUMES MUST BE SUBMITTED ON LINE BY 5:00 PM ON THE DEADLINE DATE FOR FILING. HORRY COUNTY IS "FAMILY FRIENDLY GOLD CERTIFIED." HORRY COUNTY GOVERNMENT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE OR DISABILITY.**