

## SALARY AND BENEFITS

300 days of sunshine every year  
Wide open spaces in all directions  
Clean air and crystal clear water  
Four seasons of recreation  
Friendly neighbors

The Sierra Nevadas  
The Cascades  
The Great Basin  
Lakes, rivers, streams  
Forgetting what traffic is

We also offer PERS Retirement and employee insurance programs;  
along with a lot of days off to enjoy the benefits of living in Lassen County

### SALARY

\$25.36 - \$30.58 per hour,  
plus benefits package

More things we love about living here:

A safe, supportive, cohesive community  
Over 2,700 square miles of public lands

The sweet smell of pine trees

Trophy trout fishing

Powder days

Single track

Wildlife

*An affordable mountain lifestyle...*

LASSEN COUNTY, CALIFORNIA

## GEOGRAPHIC INFORMATION SYSTEM (GIS) COORDINATOR



*Map your future,*

*Find your path...*







**Susanville Ranch Park**    [www.susanvillerranchpark.com](http://www.susanvillerranchpark.com)

**About Lassen County**

Located in Northeastern California, Lassen County is the eighth largest county in the state geographically and the 47<sup>th</sup> in terms of population. The incorporated city of Susanville is the County seat, where a community of 10,000 is set in the scenic upper Honey Lake Valley, against a backdrop of forested mountains of the Northern Sierra Nevada and Southern Cascade ranges, and high desert to the east.

Lassen County affords unlimited outdoor recreation and sporting activities for residents and visitors. Attractions include: trophy trout fishing and water sports at nationally renowned Eagle Lake, the second largest natural lake in California; abundant hunting opportunities; the scenic Bizz Johnson Trail, a 25 mile long converted rail route between Susanville and historic Westwood which attracts mountain bikers, hikers, cross country skiers and fly fishing enthusiasts, and is the setting for the annual Boston qualifier Bizz Johnson Marathon.

The Susanville Ranch Regional County Park located adjacent to Susanville offers twenty-nine miles of single track. Non-motorized multi-use trails wind through canyons, around meadows, and up into the hills in this uncrowded and unspoiled park. **[www.susanvillerranchpark.com](http://www.susanvillerranchpark.com)**

The Lassen County Arts Council sponsors music, drama and fine arts events throughout the year, and the annual Best of Broadway production features outstanding local talent. Susanville even supports its own symphony. Driving to regional destinations is surprisingly easy since traffic gridlock is not a local way of life. Extensive entertainment, shopping and an international airport in Reno are less than 90 minutes away. North Lake Tahoe ski resorts are within two hours. Driving time to Sacramento is usually under four hours and the Pacific Ocean at Eureka is about five hours away.

Residents of Lassen County enjoy a friendly rural mountain environment, outstanding family oriented recreation including many youth sports programs, and excellent schools. The cost of living and housing prices are lower in Lassen County than in most other regions of the state.



**The Planning and Building Services Department**

The Department is composed of a cohesive and stable 13 - member team in four divisions: Planning, Building, Code Enforcement, Surveyor.

The Department’s Vision states that: “We are a public service organization that puts customer service first; provides a dynamic growth-oriented work place; and contributes, through creative and motivated professionals, toward shaping Lassen County as a community of choice.”

**The Position**

Under the direction of the Planning and Building Services Director, the Geographic Information System (GIS) Coordinator plans, coordinates, oversees and participates in the development, implementation, integration, operation, and maintenance of the County’s geographic information system (GIS) and permit system.

Positions in this class perform the most complex professional geographic information system work and may direct lower level professional and technical staff, as assigned. Employees at this level are required to have full knowledge of the County GIS program and coordinate the development and maintenance of the County-wide GIS and associated databases, long range plans and/or specialized knowledge and training in unique issues particular to Lassen County. This includes management, development and update of the County Assessor Parcel Layer.

**Duties**

Examples of the duties of the position include:

1. Plan, direct, and participate in the acquisition, installation, administration, and operation of the County’s geographic information system (GIS) and permit system; oversee software release installs and updates for both systems.
2. Serve as project lead for special GIS projects including planning, system integration, database development, implementation and application development; meet with various GIS users and Information Services management to plan and discuss system requirements; provide project status updates as needed.
3. Serve as system administrator for GIS ensuring that application software and hardware operates efficiently and meets the County’s needs for information technology; update layers as changes occur.
4. Oversee the design and development of all databases associated with the GIS base map including relational databases; develop standards and strategies for maintaining database security.

5. Coordinate the design and development of user-specific GIS databases and permit types; configure system operational functions; prepare reports as necessary.
6. Represent County geographic information systems interests to various governmental agencies, professional organizations, and to the community as needed.

**The approved job description in its entirety is available from the Lassen County Personnel Department.**

**Minimum Requirements**

*Education:* Bachelor’s degree or advanced degree with a major in geographic information systems, information technology, civil/structural engineering, architecture, or a closely related field is preferred (job related geographic information experience may be substituted on a year-for-year basis).

*Experience:* Four years of increasingly responsible geographic information systems experience.

*License:* Valid California driver’s license is required.

**The Ideal Candidate Will Demonstrate:**

- Knowledge in the operations, services, and activities of a geographic information system program.
- Understanding of the uses, capabilities, and operational characteristics of geographic information systems equipment and specialized hardware including ArcInfo, ArcView, ArcMap, ArcGIS online, Google Earth and other computer mapping applications.
- Proficiency in the operation and maintenance of computer software and hardware, operating systems, local and wide area networks, internet and remote access computer systems.
- Understanding of database design and development.

**How to Apply**

Qualified applicants must submit an official Lassen County application to the Lassen County Personnel Department. Please provide specific, accurate and complete information that describes how you meet the minimum qualifications. Faxed copies are acceptable (530) 251-2663, but must be followed up with a signed original application.

Filing deadline: Continuous until filled

The application forms may be downloaded at: <http://lassencounty.org> ...or by contacting the Personnel Department.

**The Selection Process**

Application materials will be reviewed, and the best-qualified applicants will be invited to participate in interviews.

Lassen County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who

require special testing arrangements should contact the Personnel Department prior to the filing deadline. In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identify or authorization to work in the United States. A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information. All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process. Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination. This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.

**Employee Benefits**

- Retirement: PERS retirement – 2% at 62.
- Insurance: The County has a flexible benefits spending plan to which the County contributes a generous allotment that allows employees to choose medical, dental, vision, life and supplemental insurance plans.
- Leave Allowances: The County offers generous vacation, 13 paid holidays, 3 personal holidays and sick leave benefits.
- Deferred Compensation: County employees are eligible to contribute to a tax deferred 457K plan.

Salary:  
\$25.36 – 30.58 per hour, plus benefits package

**Filing Deadline: Continuous until Filled**

**Lassen County**

**Personnel Department**

221 South Roop Street  
Susanville California 96130  
(530) 251-8320

Website: [www.lassencounty.org](http://www.lassencounty.org)

**Bizz Johnson National Recreation Trail**



Rated the most scenic rail trail in California by the Rails to Trails Conservancy