



# GIS Technician

The GIS and Mapping Services Department is seeking qualified applicants for a GIS Technician position. The GIS Technician will be primarily responsible for preparing parcel-based maps and data queries, prepare and check case maps for the Tulsa Planning office and our INCOG member communities, draw and check legal descriptions provided by planners for subject tracts of case maps, perform duties in time sensitive deadlines, be able to create maps with a variety of GIS data layers, and assist with maintenance of various GIS databases.

The position requires knowledge, training, and experience with ESRI ArcGIS Platform. Planning related research, ability to work with spreadsheets, databases, organizing and knowledge with physical assets such as roads, trails, platting, reading surveys, creative solutions to problem solving are a part of the job assignment. Must be proficient in Microsoft Windows, Excel, Word, and Outlook.

Minimum qualifications: Bachelor's Degree in Geography, Earth Sciences, or a closely related field with emphasis on GIS; or a successful completion of a college-level GIS Certificate program. Two years of GIS or survey/legal description experience is also a preferred qualification. Knowledge of legal descriptions, cartography, and aerial photography a plus. Annual salary range starting at \$40,598. Comprehensive benefits package included.

Please submit a resume detailing employment history, experience, education, and contact information, along with a cover letter that explains why you are interested and qualified for this position to Personnel Director, INCOG, 2 West 2<sup>nd</sup> Street Suite 800, Tulsa OK 74103 or email to [incog@incog.org](mailto:incog@incog.org).