



GIS Analyst

Washington County offers a full compensation package that reflects how much we value our employees. Please take a look at what you can expect to earn during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An annual salary of \$64,750 starting...**

If our **GIS Analyst** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, perquisites, etc. and apply online today.



JOB TITLE:	GIS Analyst	GRADE:	12
DEPARTMENT:	Planning and Zoning	FLSA STATUS:	Non-Exempt
REPORTS TO:	GIS Coordinator and Director of Planning and Zoning		

GENERAL DEFINITION OF WORK:

Performs responsible professional work involved in the production, distribution, training, data and application support of departmental geographic information system (GIS) database; developing GIS applications and converting geographic information to digital data.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Create and maintain department's online GIS content, including web applications, using ArcGIS Server based feature services, Field Apps, Survey 123, or other applicable methods through the use of various scripting languages such as Arcade, JSON, HTML5 or GeoJSON.

1. Conduct analyses using a variety of geoprocessing tools and extensions; automate geoprocessing tasks with Model Builder, ArcPy and Python, and SQL for functional plans and annual reporting.
2. Conduct analyses using authoritative data for demographic, economic or other relevant metrics to support functional plans and annual reports.
3. Maintain the County-wide addressing and road centerline layers and ensure spatial and attribute accuracy for use within the E-911 CAD system to County and NENA data standards.
4. Assist the GIS Technician in any complex address assignments or road naming issues by consistently applying the County Addressing Ordinance.
5. Maintain property data and vector parcels by conducting detailed research and necessary data updates using COGO, CADD data, legal descriptions, plats, surveys, and as-built plans.
6. Develop and prepare maps, reports, graphs, and digital data for internal use, and for use by other government agencies, citizens, and public sector entities.
7. Create hard-copy and digital maps with advanced cartographic techniques, including layout design, proper symbology use, proper use of scale, automated label engines, dynamic map sheets, and map series.
8. Conduct field data collection operations, processing, editing and reporting for support of departmental functions including parks data, addressing data and protected lands.
9. Train and inform department staff in the general use of the data, applications and products available for their work with spatial data.
10. Provide department staff with mailing lists using table data and mail merge processes.
11. Evaluate and maintain GIS related department procedures and style guidelines.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and skill in maintaining multi-layered GIS databases; thorough knowledge and skill in utilizing ESRI GIS software and programming languages including Python, SQL and Arcade; Strong analytical skills and problem solving skills; thorough knowledge and skill with remote sensing, photogrammetry and digital image processing; thorough knowledge of manual and digital cartographic techniques and standards; ability to comprehend and develop technical specifications for manual and GIS related products; ability to effectively communicate ideas both orally and in writing; ability to establish and maintain effective working relationships with associates, government officials and the general public.



EDUCATION AND EXPERIENCE:

An Associate's degree or Bachelor's degree in cartography, geography, geographic information systems, planning, engineering or related field and a minimum of one (1) year of experience in performing GIS activities, including significant exposure to data development and maintenance; a GIS Certificate is preferred; experience with ESRI ArcGIS Pro GIS Software and ArcGIS Online is preferred.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 11/2016; 1/2019; 7/2026

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

July 31, 2026 @ 4:00 PM