



# Chatham County Government

## Career Opportunity

*Chatham County is an Equal Opportunity/Affirmative Action Employer. Female, minority, veteran, and disabled applicants are encouraged to apply.*

- Applicants will be able to create an account and submit job applications online. Applicants can apply anytime during the job advertisement period.
- Applications will be accepted online only. Resumes are accepted as a supplement to the application.
- Some positions require clerical and/or typing tests during the interview process. Testing requires an appointment. Identification is required for all testing.
- Chatham County uses E-Verify to verify employment through the Department of Homeland Security.
- Chatham County is a drug-free workplace. Pre-employment drug screening is required.

**Chatham County Human Resources**  
123 Abercorn Street  
Savannah, GA 31401

Main Line: (912) 652-7964  
Job Line: (912) 652-7931

<http://jobs.chathamcounty.org>

For a complete listing of job vacancies, please visit Comcast Channel 16.



POSITION: SUPPORT SERVICES – GIS SUPERVISOR  
DEPARTMENT: Board of Assessors  
SALARY RANGE: \$51,106 - \$84,324  
APPLY BY: April 24, 2019

**Job Summary:** Under the direction of the Chief Appraiser or designee, provides direct supervision, oversight, and direction of operations and administrative staff of the assigned division. Responsible for planning and organizing a variety of GIS and administrative support processes and procedures. Locates, identifies, creates, updates, and edits all parcels in Chatham County utilizing a GIS automated mapping system, department databases, and department file systems. Responsible for quality control of the Board of Assessors' GIS systems and other related software systems and file systems. Plans, manages, oversees, and reviews the processing of a variety of documentation for the department. Manages, oversees, and reviews the entry of data in related databases and department file systems and makes corrections when needed. Responds to complaints and complex questions. Researches problems and initiates problem resolution. Drafts policies and makes recommendations. Communicates with and assists other departments and the general public. Maintains strong and active participation and relationships with supervisors, subordinates, and the public. Assists in the preparation of appeal cases and testifies in Superior Court, as needed. Responsible for active participation in the work product of the department. Performs work in direct compliance with state, city, and local government laws, rules, and regulations. Represents the Board of Assessors and its interests in meetings with other departments. Performs directly related work as required under the provisions of O.C.G.A. Title 48 Chapter 5, Department of Revenue Substantive Rules and Regulations, the Appraisal Procedures Manual, Chatham County Personnel Ordinance Manual, and Chatham County Board of Assessors Policy Statements.

**Minimum Qualifications:** Bachelor's Degree in Geography, or GIS related field, supplemented by four (4) years of progressively responsible experience in GIS automated mapping systems or closely related field and some senior-level mapping work and/or senior-level appraisal work and/or senior-level administrative experience; or seven (7) years of an equivalent combination of education, training, and experience in a closely-related field. Must be able to supervise, train, and evaluate subordinates. Must be able to conduct work-related research using a personal computer and present research and data in a variety of formats including but not limited to cartographic visualization, reports, presentations, and specialized assessment notices. Must be able to work under time sensitive deadlines. Must be able to lift/move 20-25 lbs. Must be able to utilize computer software and systems applicable to the area of assignment, including but not limited to CAMA (Computer Assisted Mass Appraisal), Microsoft Office Suite, and GIS software. Proficiency in ArcGIS for Desktop preferred.

**Special Requirements:** Possession of an Appraiser IV certification from the Georgia Department of Revenue or the ability to obtain an Appraiser IV certification from the Georgia Department of Revenue within specified time frame. Applicants must submit proof of certification level. Must possess a valid driver's license or obtain a driver's license within specified time frame. Must be able to work well with the public. Upon voluntary termination of employment of less than 12 months of service, employee must reimburse the Board of Assessors for training and testing expenses. Candidate will be subject to a 12 month probation period.

**Note: During emergencies and disasters affecting Chatham County, you may be required to report to work as part of a disaster operations team.**