

Central Appraisal District of Bandera County
Job Vacancy Announcement

GIS OPERATOR/INFORMATION TECHNOLOGY ADMINISTRATOR

The Central Appraisal District of Bandera County is seeking applications for the position of GIS Operator/ Information Technology Administrator. At a minimum, candidates must possess a high school diploma or equivalent, have a working knowledge of computers, computer software and property legal descriptions. Candidates must have at least three (3) years of experience working with geographic information systems, mapping and/or surveying, and must have the ability to work effectively and tactfully with the public.

The ideal candidate will be proficient in the ESRI software system ArcMap and in SQL (structured query language), and have general knowledge of network servers and related technological equipment. The candidate must know how to draw maps, understand map scales and be able to interpret metes and bounds descriptions of properties from deeds and other records, as well as the ability to make mathematical calculations related to mapping and property descriptions. Preferred, but not required, is a working knowledge of the True Automation, Inc. software system, PACS, and how it relates to ArcMap in an appraisal district setting.

Job benefits include medical and retirement, and salary is commensurate with experience. Interested candidates should submit a resume, along with an application, to:

Central Appraisal District of Bandera County
ATTN: Chief Appraiser
P.O. Box 1119
Bandera, Texas 78003

Applications may be obtained from the Central Appraisal District of Bandera County, 1206 Main St., Bandera, Texas, 78003, (830) 796-3039. The deadline for submission of applications is February 29, 2012.