

Town of Bar Harbor

GIS Coordinator/Deputy Assessor

The Town of Bar Harbor, (5,235 pop.) is seeking experienced candidates to fill the position of GIS Coordinator/Deputy Assessor to assist the Town Assessor in overseeing 3500 tax parcels.

The successful candidate shall be trained and experienced with a GIS certification in managing GIS systems and able to obtain a CMA. Should have broad knowledge of real estate valuation principles, techniques, procedures, and regulations, as well as introductory understanding of planning and code principles. Experience with *Vision* assessing software is a plus. Qualified candidates must have a valid State of Maine driver's license.

The essential duties of this position include: ability to create, print and maintain various mapping data, including shape files and databases; electronically archiving of Town records to allow staff and general public to easily access information; create and maintain applicable document tracking system for various departments; assist and coordinate with the Town departments on mapping and spatial databases to maintain a consistent, updated and integrated GIS program; support and train other departments in the use of GPS equipment, data collection and maintain department GIS databases; assist the Assessor to inspect and assess all categories of commercial, residential and personal property and maintaining such data on the Town's website. The position works with the public explaining the assessment process; maintains current records regarding ownership and extent of taxation and maintenance of property tax maps. Full job description is located on the Town website.

This is a full time position, reporting to the Assessor, offering a comprehensive package of competitive wages and benefits in one of the State's most beautiful and dynamic communities. Please forward your cover letter, resume, and references by November 19th to sharmon@barharbormaine.gov or mail to:

Finance Director, Town of Bar Harbor
93 Cottage Street
Bar Harbor, Maine 04609

The Town of Bar Harbor is an Equal Opportunity Employer