

GIS SPECIALIST I

GRADE 25

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs responsible technical work producing, maintaining and updating various County maps; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and updating maps and records; preparing and maintaining files and records; preparing reports.

(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.)

- Produces, maintains and updates County maps, geographical maps and custom maps.
- Digitizes and edits new map layers into geographic information system; builds custom maps; plots and prints maps.
- Researches mapping related information using record room, microfiche records or other sources; researches errors found on maps, surveys and related records.
- Receives various forms, reports, correspondence, payments, work orders, recorded surveys, recorded deeds, architectural drawings, real estate records, land records, site plans, drafting standards, map books, aerial photographs, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, desktop publishing, geographical information system, mapping, design, plotting or other computer programs.
- Operates a variety of specialized/general equipment and tools, which may include a digitizer, plotter, printer, microfilm/microfiche reader/printer, copy machine, calculator, telephone or drafting instruments.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge in the use of geographic information systems software and applications; general knowledge of the principles, practices, techniques and equipment used for mapping; ability to present the results of work in oral, written and graphic form; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in cartography, geography or related field and some experience operating geographic information systems software.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, 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, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

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