

GIS TECHNICIAN

GRADE 23

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Reporting to the GIS Director, the GIS Technician will support the ongoing maintenance and dissemination of data and applications in the GIS environment. Reporting to the GIS Director, the GIS Technician will work with various municipal departments to ensure that their needs for GIS Information are met on a day to day basis; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performing skilled digital mapping; converting hand drawn maps to digital format; and providing supportive mapping data and analysis upon request.

(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.)

- Operates and maintains the county's computerized geographic information system (GIS); updates data and maintains current map layers in GIS application; responsible for the daily input and editing of municipal infrastructure;
- Creates custom maps (large and small format) for public use and/or purchase; creates geographical listings and reports
- Provides assistance and information to the public related to county maps, department procedures, forms, fees, or other issues; receives telephone or online requests/orders for geographical maps; responds to routine questions, complaints or requests for services; initiates problem resolution; Communicates with supervisor, employees, other departments, county officials, tax payers, customers, planners, realtors, engineers, the public, outside agencies, and other individuals as needed to coordinate work activities
- Interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges;
- Receives various forms, reports, correspondence, payments, GIS license agreements, work orders, map pricing guides, soils interpretive guides, county comprehensive plan, FEMA flood plain maps, policies, procedures, technical user guides, 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, geographical information system, mapping, e-mail, Internet or other computer programs; Operates a variety of specialized/general equipment and tools, which may include a digitizer, scanner, plotter, GPS or data collector;
- Performs other duties, which are similar, related, or incidental to this position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of geometry; working knowledge of geodatabase and exhibit how to add, delete and modify features and their attributes; knowledge of principles, practices, terminology, and trends in GIS usage as applied to government organizations; computer applications used to produce maps; GIS (Geographic Information System) principles; properties of maps including distance scales and legends; input and access data using a personal computer; read and interpret land maps; establish and maintain effective working relationships with those contacted in the course of business; give continuing and meticulous attention to detail; perform repetitive motion such as using a computer keyboard and precision mousing; proficient use of Arc GIS applications preferred; knowledge of GPS units and field mapping.

EDUCATION AND EXPERIENCE:

Requires HS/GED diploma; any combination of education and experience equivalent to graduation from an accredited community college or university with major course work in cartography, geography, and some experience in the use of geographic information systems. Strong communication skills including grammar and punctuation. Proven ability to perform accurate work in a time frame, which meets department objectives with minimal supervision, ability to follow written and verbal instructions. Ability to work in a culturally diverse work group.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 50 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; 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.