

GIS TECHNICIAN

FLSA status: Non-exempt

CLASS SUMMARY

Performs technical geographic information system work providing support for the City's community development program. Work involves updating the City's digital GIS/CAD mapping system as new development occurs. Work also involves working cooperatively with City staff and the public to create unique, customized, digital, and presentation maps and exhibits and researching and recommending new and innovative hardware, software, or other GIS related issues as needed. Formal supervision of others is not a characteristic of this classification; however, more experienced and proficient technicians may provide orientation and training to other employees. Receives general supervision and technical guidance from the supervisor.

ESSENTIAL FUNCTIONS -- *Essential duties and responsibilities **may** include, but are not limited to, the following:*

Updates, maintains, and organizes information in the City's geographical information system; retrieves, checks, maintains, and distributes surveying information as needed.

Produces map products for the City and the public using AutoCAD and ArcView software; creates graphics for City departments and the public.

Prepares displays and exhibits for meetings and events using aerial photos, computer generated text, and other techniques.

Drafts as-built information to keep base maps up-to-date; provides information to the public in person.

Provides information and assistance to the public at the counter.

Participates in the process of creating and maintaining standard operating procedures and the GIS database.

Performs computer and software support, research, and testing.

Performs related duties as required or assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an office environment and involves the frequent operation of office equipment such as computers and computer keyboards. Work also requires sitting for long periods of time.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

An Associates degree in Geography, Cartography, GIS, or other closely related field and experience in CAD/GIS database/mapping or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities:

Knowledge of:

- Principles and practices of GIS/CAD data designs, development, implementation and maintenance of GIS/CAD systems
- Modern office procedures and methods, and the operation of personal computers
- Procedures used to design, develop and maintain GIS databases
- Operation of computer aided drafting and geographic information system software
- Operation of database, spreadsheet, and work processing software
- Drafting and surveying concepts and terminology

Ability to:

- Proficiently operate computer aided drafting and geographic information system software
- Proficiently operate database, spreadsheet, and work processing software
- Read, understand, and successfully apply GIS standard operating procedures
- Plan and organize work
- Analyze GIS-related software and make recommendations on software that meets the needs of the City
- Accurately maintain manual and computer files and databases
- Work effectively as a member of a team
- Establish and maintain effective working relationships with supervisor, other technicians, community development staff, and the general public

LICENSE OR CERTIFICATE REQUIREMENTS

- None at the time of appointment

*Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position assigned to the class.*