

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN

DEFINITION

Under supervision, performs a variety of routine technical tasks in support of Geographic Information System (GIS) tasks and projects, such as creating, editing and analyzing GIS data; and performs other related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Perform work related to the operation and maintenance of the City's GIS, including the maintaining and modifying of databases and maps as necessary, as well as the preparation of maps and reports for use by other City Departments.
2. Collect GIS related data in the field using GIS equipment, including knowledge and use of Trimble equipment and current surveying techniques.
3. Develop and maintain a positive and constructive working relationship with City employees in other Departments, including assisting system users with new and existing applications.
4. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with an Associate's degree or equivalent certificate in GIS or related field (or currently enrolled in a GIS or related degree/certificate program) and one year of GIS experience that involved responsibilities for developing and maintaining GIS databases, producing maps, and working with ESRI products (i.e. ArcView, ArcInfo, ArcEditor) and/or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Arithmetic; data collection, tabulation and presentation techniques; graphic display and report writing styles and technique.

Ability to:

Collect, interpret, and analyze data; prepare graphic displays and written reports; read, understand, and interpret regulations, ordinances and technical documents; convey ideas clearly and concisely; compute percentages; understand GIS concepts; use of GIS and

mapping software; communicate effectively, both verbally and in writing understand and follow verbal and written instructions; establish and maintain cooperative working relationships with superiors, peers, subordinates and the general public; and type at a rate sufficient to perform duties.

Special Requirements

Possession or ability to obtain a valid California Driver's License

Physical Demands

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files and single pieces of paper and other reference materials; occasional lifting of objects up to 25 lbs. such as files, stacks of paper and other reference materials; moving from place to place within an office; and some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. A computer is used on a daily basis. Independent travel throughout the area maybe required.