

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN

GENERAL STATEMENT OF DUTIES: Creating and maintaining digital map layouts and GIS data sets; follow an develop efficient workflows to accomplish GIS tasks; documenting workflows and GIS datasets; producing finished map products; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Develops and produces GIS maps and map series;
Creates and updates GIS features in a wide range of themes.
With guidance, develops methods and workflows relating to the creation and integration of GIS attribute information into the county digital mapping system;
Creates and updates web content both textual and GIS/mapping.
Develops and performs quality control processes for GIS data.
Prepares and distributes GIS exports.
Prepares reports pertaining to map attributes as necessary.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and working ability in ArcGIS, Excel, MSAccess and related software;
Knowledge of vocabulary, technology and procedures relating to the creation and analysis of GIS data both raster and vector;
Knowledge of mapping;
Knowledge of Global Positioning System Technology;
Knowledge of topographic mapping;
Knowledge of vocabulary, technology and procedures relating to the creation and aerial imagery;
Ability to communicate both orally and in writing;
Ability to deal effectively with public and other departmental personnel;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Bachelor's degree in Geography, Computer Science, Computer Aided Drafting or degree directly related to geographic information systems AND one (1) year of experience with GIS software, GPS, or CAD. Experience in database management software and use of aerial imagery in digital format preferred;

-OR-

Associate's degree in Geography, Computer Science, CAD or a degree directly related to geographic information systems AND three (3) years' experience with GIS software, GPS, or CAD. Experience in database management software and use of aerial imagery in digital format preferred.

**Established: June 22, 1999
Revised: July 2, 2002
Revised: September 27, 2018
Revised: December 11, 2018**


Human Resources Director