GIS TECHNICIAN

NATURE OF WORK

This is responsible work creating and maintaining the City's Geographic Information Systems database. Work involves performing assigned data management research, maintains and provides technical support for an assigned departmental GIS database. General supervision is received from an administrative superior with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Collects, compiles and integrates GIS and GPS data by entering data; creates, updates and maintains Metadata.

Assists with on-going maintenance of utility asset inventory records; follows versioned editing rules as defined.

Uses GIS analysis tools to run queries and generate reports and customized maps as needed.

Performs field work to gather information and spatial location of assets

Creates graphic output in the form of maps, charts, and other presentation materials upon request by employees or public.

Provide technical support to a variety of internal and external customers; participates in technical support for various GIS and GPS projects.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge and ability to utilize cartographic practices to effectively communicate mapping related data into printed or digital formats.

Knowledge of editing and mapping techniques using ESRI desktop software (ArcGIS Desktop Basic, ArcGIS Desktop Standard, or ArcGIS Desktop Advanced).

Knowledge of GPS devices and the processing of GPS data.

Ability to perform research on various projects including paper history and field review.

Ability to interpret engineering drawings, legal descriptions and construction as-built.

Ability to work within a team environment.

Ability to create, edit, and maintain Geospatial features and attributes from GPS hardware, digital data, scanned data, legal descriptions and metes and bounds.

Ability to create, edit, and maintain Metadata on new or existing Geospatial datasets.

Ability to install and modify desktop computer hardware and software related to GIS.

Ability to understand and follow complex oral and written instructions.

Ability to prepare a variety of technical memorandums and reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in geographic information systems, computer science, engineering, geography or related field and four years of experience working with computer software, hardware and operations systems related to geographic information systems.

MINIMUM QUALIFICATIONS

Associates degree in geographic information systems, computer science, engineering, geography or related field and two years of experience working with computer software, hardware and operations systems related to geographic information systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Certificate in Geographic Information Systems or equivalent.