

## **GIS TECHNICIAN**

### **PURPOSE AND NATURE OF WORK**

Position is responsible for the day-to-day operation of creating and maintaining graphical and attribute data sets using Geographical Information System (GIS) or CAD software. Work is technical and involves data management and raster imagery. Work is performed independently under the direction of an Information Services and Technology Manager.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Inputs and extracts data from a central data repository and assists with data management and maintenance of data on a GIS server; including collecting data for mapping from various sources and converts it into GIS format. Performs data construction and maintenance, e.g., Coordinate Geography (COGO), data transformations, and annotation including updating various coverages such as parcels, road centerline, subdivisions, school districts, etc. using GIS or CAD software. Preserves data integrity through quality assurance and quality control in the GIS databases, ensuring edit procedures are functioning properly. Assist in GIS production projects including preparation of various high-quality cartographic maps for presentation and perform spatial analysis for special projects and digital data requests.

Assists in designing and monitoring programs and procedures for users and provide technical assistance and training to staff in various departments in the basic steps for feature building and maintenance required for the GIS. Completes such tasks as coding, editing, and attributing maps and/or geographic feature data into various layers within the GIS. Creates and maintains metadata and/or writing documentation for user training and support. Assists in the expansion of the functionality of the GIS system to support all departments utilizing it. Assists with GIS database and application design task and works with project teams to define GIS application as related to individual department needs.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of personal computer operating systems.

Considerable knowledge of relevant CAD and GIS software and hardware.

Knowledge of personal computer applications and local area network and wide area network software.

Knowledge of automated mapping and spatial information processing methods and techniques.

Ability to communicate clearly and translate technical concepts and terminology in terms understandable to individuals with differing levels of expertise in computer use.

Ability to maintain effective working relationships with employees of different departments, public officials and the public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from an accredited four-year college or university with major course work in geography, computer science, planning, engineering or related field and experience working in a graphic information system environment; or an equivalent combination of training and experience.