

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN  
(PART-TIME)

**DEFINITION:**

Under general direction, perform technical geographic information system input, including editing and system analysis, to produce a wide variety of maps, reports and other projects; operate and maintain the geographic information system data base, software and hardware; and do other related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this position and may include, but are not limited to, the following:

Create and update customized maps or reports and provide cartographic advice to users; update data base information and create map features; digitize input and import data associated with geographic features; conduct field studies as needed to gather or verify data; research and evaluate information relevant to the GIS; perform spatial analyses; use GPS equipment for data collection; maintain GIS software and hardware; participate in the maintenance of supplies required for system operation; and assist other system users in accessing GIS database. May be required to work shifts, weekends, and/or holidays.

**QUALIFICATIONS:**

Training and Experience: Requires a degree in geography, geographic information systems, computer science or a related field from an accredited four year college or university and demonstrated experience in geographic information systems. A Master's degree is desirable. Experience in a municipal setting is preferred. Must have a valid CA driver's license at the time of employment

Knowledge, Skills and Abilities: Must have a thorough knowledge of the principles and practices of geographic information systems; working knowledge of database design, management and cartographic techniques; personal computers use and general maintenance of GIS equipment; and GIS software such as ArcGIS and ArcView 3.x. Must be able to utilize appropriate data collection methods; organize and conduct various research studies; work independently and use good judgment; meet schedules and timelines; communicate in writing and verbally in a clear and concise manner; and be able to establish and maintain effective working relationships with others.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee must stoop, balance, and kneel, and use arms, legs, and back to occasionally lift and/or move up to 25 pounds. The employee frequently stands, walks, and sits uses a telephone and personal computer with a VDT screen for extended periods of time. Work requires the ability to adjust focus and use hands and fingers to handle and maneuver objects.