



Geographic Information Systems (GIS) Technician

Department/Division:	Information Technology Department
Reports To:	GIS Analyst
Provides Direction To:	N/A
Bargaining Unit:	Teamsters
Exemption Status:	Non-Exempt
Employment Status:	Classified
Date Prepared:	June 16, 2008
Date Revised:	May 16, 2019

GENERAL PURPOSE

Under general direction, perform technical geographic information systems input, including editing and data 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 FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Create and update customized maps or reports and provide cartographic advice to users.
2. Update data base information and create map features.
3. Digitize input and import data associated with geographic features.
4. Conduct field studies as needed to gather or verify data.
5. Research and evaluate information relevant to the GIS.
6. Perform spatial analyses; use GPS equipment for data collection.
7. Maintain GIS software and hardware.
8. Participate in the maintenance of supplies required for system operation.
9. Assist other system users in accessing GIS database.

10. Perform other duties as required.

11. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS GUIDELINES

Training and Experience: Requires a Bachelor's degree in geography, geographic information systems, computer science or a related a related field from an accredited four year college or a university **AND** six (6) months of full-time demonstrated experience in geographic information systems. 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 current ESRI GIS desktop software. 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.

The employee works in office conditions with controlled temperature settings.