



Job Title	GIS Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	13408

Class Specification – GIS Technician

Summary Statement: The purpose of this position is through the use of Geographical Information System (GIS) data collection, Global Position System (GPS), and mapping a comprehensive asset database; and analyze and organize the information gathered to provide support for the Police Department, Fire Department, and other City agencies.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Generates standard GIS products including maps, shape files, graphics, tables, and reports; researches and responds to customer requests for information; reviews and interprets data sources and uses basic GIS software functions to enter, edit, and update GIS spatial data, including points, lines, and polygons and attribute data into databases or layers following standard procedures; uses standard procedures to update business applications with new/updated GIS data; researches source documents such as plats, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings, and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete, or inaccurate spatial and attribute data; interprets and prepares information for data conversion and maintenance procedures of a wide variety of GIS themes; reviews, evaluates, and verifies mapping data or themes for accuracy and consistency; and modifies and corrects database values as necessary.
30%	Develops and performs quality-assurance/quality-control processes and procedures; assists in the development of computer software applications for data capture, conversion, and maintenance procedures related to GIS; creates system documentation and user training materials; and provides user support.
20%	Analyzes and documents business requirements related to GIS data and mapping needs; ensures solutions meet business requirements and use cases and are sustainable; and follow all City IT processes, procedures, and policies related to incident management, request management, and change management.



Job Title	GIS Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	13408

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily such an education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Associate's degree (or higher) in GIS, geography, or a closely related field and/or completion of a recognized GIS certificate program.
Experience: Six months of technical experience in the uses and operations of GIS, including the entry, editing, and retrieval of geospatial data in GIS databases.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
Certifications required in accordance with standards established by departmental policy.



Job Title	GIS Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	13408

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Never
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, measuring tools, vehicles, ladder, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, Cartegraph, GIS software, and GPS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014