



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

**Class Specification – GIS Technician**

<b>Summary Statement:</b>	
The purpose of this position is to perform a variety of technical duties in support of the City's Geographic Information (GIS) program; to create maps and other related user interfaces; report hardware and software problems; to ensure that the City's GIS applications function properly; and to perform a variety of tasks relative to assigned area of responsibility.	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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.
60%	Performs analysis, modeling, and mapping by using basic capabilities in ESRI core GIS software products and extensions in response to requests from City departments and business units; and performs procedure driven analysis utilizing basic spatial operations. Assists with creating visual aids and spatial related documents.
30%	Creates and maintains GIS data using standard editing tools and following detailed procedures; and performs updates on layers.
10%	Maintain awareness of new developments in assigned field. Perform records research as necessary.

<b>Competencies Required:</b>	
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.	



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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: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by other technical training in a related field.

Experience: One year of technical experience in the uses and operations of GIS, including the entry, editing, and retrieval of geospatial data in GIS databases.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**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.

**Supervision Exercised:**

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

**Supervision Received:**



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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.

<b>Environmental Conditions</b>	<b>Frequency</b>
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, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, asset management software, 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: December 2015