



GIS TECHNICIAN I / II

DEFINITION

Under general supervision, perform a variety of technical duties in support of the City's information technology division; assist in the maintenance and administration of the day-to-day operations of the City's Geographical Information Systems (GIS) functions.

SUPERVISION RECEIVED AND EXERCISED

Immediate supervision is provided by the GIS Analyst or his/her designee. The GIS Technician I is an entry level position and will perform basic and routine tasks to assist the Information Technology Division. The GIS Technology Technician II is a journey level position and will perform more responsible and technical assignments for the Division. Responsibilities may include the indirect supervision of lower level clerical and technical positions.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Prepare and produce detailed maps and other graphic representations using cartographic techniques to represent spatial data. Code and digitize maps and geographical feature data into various GIS layers. Enter, update, and maintain data layers, and attribute data pertaining to specific features. Conduct mapping research, in the field and in the office, to resolve conflicting information and ensure the accuracy of the data. Collect location information using a global positioning satellite receiver. Download collected data as necessary. Operate peripheral devices such as plotters, printers, digital cameras, and scanners. Maintain knowledge of current and emerging GIS practices and procedures, standard languages, coding methods, project management methods, operational procedures, software and hardware technologies. Document systems processes such as technical documents, flow charts, database diagrams, and schematic diagrams. Facilitate training and assist users in the capabilities and proper use of GIS enterprise applications software. Ensure projects provide value to the organization and public, are in alignment with the organizational structure, are fiscally responsible, have appropriate stakeholder involvement, include clear and attainable scopes, deliverables and timelines, and are well executed and managed. Assist with the implementation of system upgrades and modifications. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, department and the public,

OTHER JOB FUNCTIONS:

Promote and maintain safety in the work place. Ensure adherence to security and data confidentiality guidelines, and provide input on operational processes and procedures. Perform general office duties; conduct data entry, prepare and file routine reports and correspondence. Consult with the Information Technology Manager regarding all City standards on computer systems. Prepare and assist in presentations to City Council, miscellaneous committees, and local interest groups. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Current computer industry technology, practices and trends; including computer system operations, maintenance, and networking. Operation and GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation and analysis. Esri/ESRI or similar remote sensing/ GIS software, such as ArcView, ArcEdit, and ArcInfo. Digitizing and data manipulation procedures for geographic information systems. Standard testing techniques. Research techniques and procedures; business letter writing and basic report preparation. Safe work practices. Job planning, prioritizing and scheduling techniques.

Skill to:

Prepare accurate correspondence, reports, graphs, charts, and other descriptive material. Use graphic instructions such as blueprints, layouts, or other visual aids. Train and monitor departmental staff in the operation of existing or new applications or systems including explaining concepts to non-technical users. Collect, organize and analyze data. Conduct any data entry functions accurately and timely. Present facts clearly and accurately in graphic form.

Ability to:

Become familiar with industry-specific terminology and symbology (such as water and wastewater or planning and zoning). Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with coworkers and those contacted in the performance of required duties. Work with minimal supervision. Read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, aerial maps, blueprints, and engineering plans. Travel across rough, uneven, or rocky surfaces when conducting field inspections. Prepares and maintains complete files, records and documentation of work performed. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

MINIMUM EDUCATION AND EXPERIENCE:

Education:

Technician I - Equivalent to the completion of the twelfth grade, including or supplemented with course work in computer technology or a geography related field.

Technician II – Additionally requires college level course work in GIS.

Experience:

Technician I –One (1) year of experience performing tasks comparable to those of a GIS technician, programmer or analyst, preferably in a large organization or municipal government. Experience using GIS software such as ESRI Products, is a desirabled.

Technician II – A minimum of one (1) year of experience as a GIS Technician I. Experience using GIS software such as ESRI Products, is desirable.

License or Certificate:

Possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 50 pounds of force occasionally, and/or in, and/or in excess of 20 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: