Job Description Class Code: 213

GIS TECHNICIAN

DEFINITION

Under general supervision, designs and programs database applications for the City's Geographic Information System (GIS).

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Designs, develops and maintains geographic information system (GIS) databases; Provide technical guidance on all GIS projects; Utilizes GIS/CAD software to develop databases for user interfaces, GIS analysis and plot preparation; Creates files and databases based on available location information and displays information in a graphical or map format; analyzes graphical and text format data; Develop and generate a variety of specialized statistical and operations reports; and Prepares technical documentation of database programs and procedures and maintain accurate and organized records.

Contacts customers to verify details for creating a new product; assures customer satisfaction with finished product; contacts vendors to obtain new version release dates, sample packets, pricing and other miscellaneous information; attends conferences and seminars; assists the public with answers or information regarding questions of the GIS system.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of Geographical Information System principles

Knowledgeable of graphical and text format data mapping methods

Knowledgeable of computer software and hardware

Knowledgeable of customer service techniques and concepts

Skilled in researching information and creating files governing the GIS system.

Skilled in oral and written communication in English

Skilled in establishing and maintaining positive and productive working relationships with both internal and external customers

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

An Associates degree in Computer Science or Information Systems **AND** two (2) years experience in technical drafting **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

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