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;
- Develops and generate a variety of specialized statistical and operations reports;
- Prepares technical documentation of database programs and procedures and maintain accurate and organized records.
- Verifies details for creating a new product and 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, graphical and text format data mapping methods, and quality customer service techniques and concepts;
- Skilled in researching information and creating files governing the GIS system, oral and written communication, and establishing and maintaining positive and productive working relationships with both internal and external customers;
- Ability to work in a team environment and independently, explain information to non-technical customers, and diffuse conflicts with professionalism.
- Proficient in the use of varying computer software and hardware to perform essential job duties.

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.