



## JOB DESCRIPTION

### GIS Technician

Date Prepared: June, 2017

**SUMMARY:** Under basic supervision from the Technology Manager, performs work in the development and maintenance of geographic and related information. Provides basic training and technical support to end users regarding Geographic Information Systems (GIS) and related hardware and software operations; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Prepare, collect, organize and input data to maintain and enhance the City's GIS including field research and GPS data collection and processing.
- Assist with interpreting as-built drawings, construction plans, engineering plans, recorded maps, deeds, legal descriptions, imagery and related source documents and incorporates them into GIS using various methods including coordinate geometry (COGO), digitizing, and GPS.
- Assist in the creation and maintenance of multiple GIS layers including parcels, streets, right-of-way, zoning, other development layers, and water and sewer system layers.
- Follow quality assurance (QA) and quality control (QC) processes, and perform routine data management tasks, such as data validation and correction, queries and editing in GIS to ensure GIS data accuracy, integrity, and completeness.
- Assist with GIS and data analysis, prepare and execute queries, produce maps, spreadsheets, graphs, and other analytical products.
- Provide first-response and follow-up help desk services over the phone and by remote desktop support for the City's GIS.
- Monitor all open GIS related incidents to ensure Service Level Agreements are met; may include providing on-call support.
- Troubleshoot and support the City's GIS and related hardware and software, including peripheral equipment, printers/plotters, GPS and other mobile devices in conjunction with other Technology Division staff.
- Maintain confidentiality of work-related issues and City information.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School diploma or GED equivalent; 30 college semester units majoring in Information Technology, GIS, Geography, Urban Planning, Civil Engineering, or related field AND two years of experience utilizing geographic information systems including ESRI suite of products; OR an equivalent combination of education, training, and experience. One year of experience with databases and digitizing as-built drawings plans is preferred.

**Knowledge of:**

- Current principles, practices, terminology, and trends in Geographic Information Systems usage and modern land based mapping application theory.
- Procedures, principles, and practices for the installation, configuration, upgrading, operation, and troubleshooting of GIS related hardware and peripherals including printers/plotters, GPS devices, and other related devices.
- GIS software including ESRI's ArcGIS Platform (ArcGIS, ArcCatalog, ArcServer, ArcSDE; v10.0+ preferred), related extensions such as Spatial Analyst; Autodesk AutoCAD Map (v 2014+ preferred), web-enabled GIS related software.
- Principles and practices of developing analytical maps, spreadsheets, graphs, charts, and written reports.
- Standard business applications including software required to accomplish the essential functions listed; Microsoft desktop and server operating systems, and mobile operating systems.
- Relational Database Management Systems (RDBMS) such as Microsoft SQL Server, database, and geodatabase principles and design, transact-SQL scripting, and database analysis techniques.
- Work order management systems and land-based management systems including permitting, licensing, and other development processes.
- General municipal infrastructure including streets (right-of-way/traffic control), water system (hydrants/valves/meters), sewer system (manholes/cleanouts/laterals), and storm drain system (culverts/inlets/catch basins/dry wells).

**Skill in:**

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Reading and understanding technical manuals.
- Building effective teams and providing efficient customer service.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, external public and private agencies, consultants, vendors, suppliers, contractors and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an indoor and outdoor environment and in close proximity to other workers. Will work in the field collecting GPS points and information. May be exposed to excessive noise levels and hazardous chemicals. May be required to work within confined spaces. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 75 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in

written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date