

**MAJOR FUNCTION**

This is technical and professional geographical information system (GIS) work in a department using specifically designed software to perform analysis and evaluation of a variety of geo-spatial data. This position is responsible for the maintenance and quality of department data to be entered, manipulated, analyzed and viewed for specific information, as it relates to the data's geographic position on the earth's surface. Job class incumbents also develop and document GIS-related procedures, application and user-interface requirements, conduct user needs assessments and recommend implementation of GIS solutions and standards. Job class incumbents serve as the liaison between the designated department and ISS for issues related to the development and implementation of GIS applications and databases. Work is performed under the general supervision of a higher level professional and is reviewed through observation, achievement of annual goals and objectives, conferences and written reports for achievement of desired results.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Establishes, maintains, and promotes the GIS system and its use in a department through the use of GIS applications, software and data. Translates and inputs existing data (hard copy maps, topographic maps, site plans, electronic maps, and GPS (Global Positioning System) data) into a common format. Employs GIS software applications and tools for the analysis and presentation of GIS data. Performs quality control or quality assurance measures to ensure validity of data. Identifies the need for changes to database tables, fields, etc., as necessary, to produce desired results and coordinates implementation of these changes with appropriate ISS staff. Produces end-products such as maps and reports that provide the user a clear understanding of the source data and conveys spatial relationships within the data. Identifies opportunities to integrate GIS data with other information systems for the business unit's use. Coordinates development of application requirements for GIS services with the department's technical, administrative, operational and engineering staff and supports end-users, as applicable. Creates and documents standard user procedures and application documentation necessary for departmental use of GIS applications, databases and integrations. Assists in maintaining a data collection system for continuous update of GIS data. Manages GIS data created by or maintained for consultant services contracts. Oversees data distribution, transfer, and sharing functions. Participates in evaluating and recommending purchase of software and hardware for GIS and general information systems. Assist in the evaluation and deployment of GIS solutions, which may include hardware, software, or data. Provides training in the use of the GIS to departmental personnel. Performs other related work as required.

**Other Important Duties**

Serves as a technical lead and consults with ISS level GIS staff on GIS applications and integration with other technology solutions. Provides assistance with non-routine departmental data requests from the general public. May oversee and direct the work of clerical or technical staff engaged in related functions. May collect field data, as necessary. Performs other related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of geographic information systems. Thorough understanding of GIS/GPS systems and terminology. Some knowledge of both spatial and non-spatial database development and design. Understanding of cartographic presentation skills and concepts. Knowledge of Internet technology, including HTML and FTP. Strong working knowledge of computer hardware, operating systems and application software. Ability to communicate clearly and concisely both orally and in writing. Ability to use GIS tools such as Arc View, Arc GIS, AutoCAD and GPS equipment. Ability to comprehend GIS data structures and an understanding of how to edit, query, and manipulate them. Ability to document procedures. Ability to understand and adhere to an information systems

applications development lifecycle process. Ability to establish and maintain effective working relationships with others. Ability to explain technical information to non-technical users and tactfully deal with the public. Well-developed problem solving skills.

Minimum Training and Experience

Graduation from a four year college or university with a degree in geography, computer science, computer information management, mathematics, business management, engineering science, urban and regional planning or a related field and two years of professional experience that includes GIS analysis and database maintenance or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid class "E" State driver's license at the time of appointment.

Established: 12-28-05