



GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Geographic Information System (GIS) Technician	Effective Date:	July 1, 2019
Working Title:	Geographic Information System (GIS) Technician	Type:	Non-Represented
Department:	Public Works	Supervisor:	Environmental & Technical Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the direction of the Environmental & Technical Division Manager, the GIS Technician works to support the programs and initiatives carried out by the City's Public Works Department including water, stormwater, streets, and parks. The incumbent must have a working knowledge of cartographic principles and strong communication skills.

This position is responsible for developing, maintaining, modifying, and organizing geographic information system databases; creating, maintaining, and updating layers, data, and metadata; monitoring data quality to ensure accuracy; researching and acquiring reliable, supplemental data from multiple sources; performing queries, geoprocessing, and spatial analysis; creating web maps and applications; delivering graphical, tabular, statistical and spatial products and reports; and developing specialized procedures and standards.

The incumbent must have the ability to convert and/or integrate multiple file types and coordinate hardware and software resources with the Information Technologies staff. They will provide professional customer service, delivering technical support, assistance, and training to Department staff as necessary (esp. mobile data collection).

SUPERVISION

This position is not supervisory, but will act as a lead worker on GIS-related projects and works closely with Environmental and Technical Division staff.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement, and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds and infrequently lift and/or move up to 60 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy, and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the work both indoors and outdoors, including varying and extreme weather conditions. Duties may involve exposure to inclement weather, environmental pollutants, high noise levels, and construction and traffic hazards. May also be required to work in and around waterways. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include occasional contact with customers in conflict situations.

Subject to 24-hour call back for emergency conditions. Occasional evening and weekend work may be required.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

100% Graphic Information System (GIS) Functions

Utilize geographic information system (GIS) tools to perform routine data maintenance; input, update or maintain GIS data; verify data integrity; view and edit data using cartographic techniques to represent spatial data; enter, update and maintain data layers and relational databases.

Maintain metadata describing data sources, accuracy, reliability and completeness, map feature types, descriptive feature attributes and other information about GIS data layers.

Develop and maintain data layers and spatial data structures using GIS tools and relational databases.

Perform spatial analysis and database queries.

Use GIS software programs to modify and update data, and to compose map products. Prepare a variety of maps, illustrations and other graphic representations that meet specific customer needs.

Create new applications, programs, and perform basic coding.

Communicate information to others such as emergency responders, utility companies, engineers, or other regional government agencies in need of geographic information. Assist Department staff with providing the data for GIS analysis and map production needs, including evaluation of data sources preparing simple maps and graphs, and finding locations of features.

Develop procedures and standards within area of specialty.

Research information, compile data and prepare clear and concise reports.

Meet with GIS users to define project requirements.

Assist in system administration, hardware, software, and peripherals installations, and upgrades. Analyzes system failures; recommends and assists in problem resolution

Analyze, evaluate, and specify hardware and software products for use in GIS.

Provide instruction and support to staff in the use of geographic information and applications

Coordinate intergovernmental agreements involving GIS support from other agencies.

Coordinate with management staff, support staff, or technical personnel to solve GIS application problems.

Review contracts and provide recommendations/advice to higher authority.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree with major course work in computer science, geography, engineering technology, or a related field; a minimum of two years' experience with GIS software from Environmental Systems Research Institute (ESRI); and experience in use of a GIS system and in developing GIS application programs; or any equivalent combination of education and experience.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Principles and practices of statistical and spatial data analysis.
- Principles and practices of relational database structures, design, and database management including methods of maintaining data privacy.
- Current internet technologies, including familiarity with contemporary software packages and web authoring tools, current web platforms, technologies, protocols, and publishing tools.
- Typical desktop operating systems and how they integrate with and affect GIS software.
- Principles, practices, and methods of cartography.

Skill & Ability

- Methods and techniques of basic project management.
- Research software related issues and products.
- Communicate effectively interpersonally and in groups.
- Write clear and concise memorandums, reports, and other documentation related to the job.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Effectively prioritize tasks and plan work.
- Explain to people with a non-technical background what the technical information means and how it can be used.
- Strong critical thinking, problem solving, and troubleshooting skills.

Licenses, Certifications & Other Requirements

- Preferred at hire, must be able to obtain within 90 days of hire: First Aid & CPR Certification, NIMS ICS 100, 200, and 700 Certification.