

MAJOR FUNCTION

This is technical and professional geographical information system (GIS) work designing, creating, coordinating, maintaining, and updating a database comprised of spatially correct graphic features and associated attribute data. An employee in a position assigned to this class is responsible for using standard GIS applications to construct and maintain maps and associated databases specific to the position's assigned operational department. Work is performed with considerable independence under the general supervision of an administrative superior. Work is reviewed through conferences, reports, recommendations, and results attained.

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

Establishes, maintains, and promotes the GIS in the division to which the position is assigned. Coordinates GIS services with administrative, operational and engineering staff. Creates and documents standard procedures necessary for routine maintenance and update of GIS data. Utilizes the GIS to support infrastructure planning, modeling, mapping, statistical, operational, and administrative functions. Establishes and maintains department-specific data in the GIS. Assists the departmental staff in maintaining a data collection system for continuous update of GIS data. Manages GIS data created by or maintained for consultant services contracts. Evaluates and recommends purchase of software and hardware for GIS interface. Provides training and technical support to administrative, professional, operational and/or engineering staff in the use of the GIS. Formulates quality control procedures to meet data standards defined by the Inter-local GIS. Defines standards for data usage and for data exchange between the GIS and other automated systems. Performs other related work as required.

Other Important Duties

May serve as departmental computer super-user. Provides assistance with routine departmental data requests from the general public. Defines and documents data conversion standards and procedures for use with microcomputer and GIS networks. Assists consultants with production of GIS applications. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of geographic information systems and design models in the area where the position is assigned. Ability to develop and operate GIS in assigned area. Ability to prepare technical reports for system planning and scheduling related to the area where the position is assigned. Knowledge of computer programming. Ability to use a microcomputer and associated programs and applications necessary for successful job performance. Ability to keep accurate records, both hard copy and by microcomputer. Ability to establish and maintain effective work relationships as necessitated by the work. Ability to communicate clearly and concisely, both orally and in writing. Skills in designing and drafting in the area assigned using a computer.

Minimum Training and Experience

Possession of a bachelor's degree in geography, computer science, business or public administration, engineering science, urban and regional planning, or a related field and one year of technical or professional experience that includes computerized mapping and/or geographical information systems (GIS) or that includes modeling and design of infrastructures utilizing computer aided drafting design (CADD); or an equivalent combination of training and experience.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required for any of the designated positions allocated to this class.

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