

GIS TECHNICIAN II

JOB PURPOSE AND SUMMARY

Performs technical functions necessary to create and maintain the Geographic Information System (GIS) data base. Responsibilities include: translating geographic and demographic data into formulas for data entry; writing programs for the creation of mapping products; interpreting and researching legal documents and applying this information to the GIS data base; digitizing cartographic data; entering demographic and geographic data into the data base; preparing maps according to specified criteria; assisting the public with requests for mapping products and other information.

CLASSIFICATION DISTINCTIONS

This is the second level in Geographic Information Systems Technician job family. Incumbents perform the full range of GIS data base automation and maintenance functions including the full responsibility for producing moderately complex mapping products. Incumbents are expected to apply increasing knowledge in developing programs for products and in the updating and maintenance of mapping layers. Knowledge of ARC/INFO software and cadastral principles are essential to the work. Assignments within the classification may involve specialization in one area or another, such as responsibility for the production of specific mapping products.

The GIS Technician II is distinguished from the entry level in the complexity and variety of tasks. The work at this level involves the creation of increasingly complex programs for the development of mapping products and a working understanding of cadastral principles. Work at this level is distinguished from the Technician III in the extent of knowledge about the macro programming language used and applied. The Technician II may continue to perform digitizing work which may not be expected at the III level.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Verify accuracy of original material; prepare and format for entry into the GIS data base; enter data into the system.
- Research and accomplish land transactions entering parcel change information into the system; investigate property history, interpret legal descriptions; using the system, calculate acreage and square footage.
- Examine requests for mapping products and determine and develop programs and methods of production; consult with individuals requesting products to clarify requests and determine features to include.
- Digitize mapping information in order to update and maintain mapping layers; verify digitized data for accuracy.

- Assist employees and the general public with requests for maps and information about ownership and legal parcels.
- Write programs for development of products and the interfacing of mapping layers.

QUALIFICATIONS

Education and Experience: Education equivalent to an Associate's Degree from an accredited college with major course work in engineering, surveying, coordinate geometry, or geography, and two years of experience in the application of ARC/INFO software. Two years or equivalent of post secondary education or training in computer aided drafting or mapping, geometry or a related field. and one to two years of mapping, cartographic, land segregation, or drafting experience, preferably with computer mapping experience.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of legal descriptions pertaining to land ownership; research methods to determine right of way and ownership history; cadastral principles; computer aided mapping and/or drafting equipment; mathematics, statistics and spatial data analysis.

Ability to operate and use various computers and computer aided devices such as Unix work stations, PC's, digitizers and plotters; distinguish gradations of color; interpret legal documents and translate legal descriptions into the data base; understand and respond to mapping requests from the public; read, understand and work with a variety of mapping data; establish and maintain working relationships with employees and the public.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting. Work involves the use of a variety of computer tools necessitating extended periods of time working at color VDT's and color plotting equipment.

Essential tasks include use of the telephone and considerable face to face interaction with others, the use of personal and other computer equipment and software, the ability to distinguish gradations of color.

Office use: 6/22/00