

**GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN I/II**

**DEFINITION**

Performs technical work, ongoing maintenance, and dissemination of data and applications in the City's Geographic Information System (GIS) environment. The GIS Technician works with various departments to ensure that their GIS information needs are met.

**SUPERVISION RECEIVED/EXERCISED**

Receives direct supervision from a Supervisor. Exercises no supervision.

**DISTINGUISHING CHARACTERISTICS**

Positions in these classes are flexibly staffed. Incumbents in the entry level are expected to progress with appropriate training, experience and satisfactory performance to GIS Technician II. Incumbents focus on the maintenance of GIS data, ensuring that important data is kept current and perform simple mapping duties. These classes differ from the GIS Specialist in that the latter performs advanced mapping, research, and reporting duties. GIS Specialists also create web based content and work independently to complete assigned projects.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

May include, but are not limited to, the following:

Edits and updates GIS data layers such as special districts, land use, streets, parks, schools, census data, housing element, streetlights, and Community Development Block Grant layers using GIS desktop tools or other GIS applications.

Performs digitization and reviews incoming data for accuracy, usefulness, quality, or completeness of documentation.

Utilizes ESRI ArcGIS tools to edit spatial and tabular data.

Updates current GIS datasets on a regular basis.

Generates maps, data, reports and GIS information.

Participates in the collection and analysis of data from many sources, including field data and online data sources.

Identifies, reformats, and processes digital and hard copy data for inclusion in the GIS database.

Provides data to GIS Specialists or other staff for the analysis of geographic data in a municipal environment.

Creates simple vicinity maps.

Performs related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and methods used in maintaining GIS data.

GIS applications such as ArcGIS and AutoCAD.

Basic GIS Workflows.

#### **Skill to:**

Accurately edit and maintain GIS data using ESRI, or AutoDesk products; including line, point, polygon layers, and tabular data.

Create basic vicinity maps.

Safely operate a motor vehicle.

#### **Ability to:**

Effectively utilize GIS technology.

Understand and carry out tasks as assigned.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others in the performance of assigned duties.

### **MINIMUM QUALIFICATIONS**

#### **GIS Technician I**

Bachelor's degree from an accredited college or university with major course work in geography, engineering, land surveying, computer science or a closely related field.

**GIS Technician II**

One year of experience equivalent to that gained as a GIS Technician I with the City of Fresno.

**Special Requirement(s):**

Possession and maintenance of a valid California Driver's License is required during the entire term of employment in this classification.

APPROVED: (Signature on File)  
Director of Personnel Services

DATE: 7/1/2020

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