

GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST

DEFINITION

Under general supervision, performs advanced technical work related to the analysis, use, development, and maintenance of Geographic Information Systems (GIS).

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Geographic Information System (GIS) Specialist is an advanced/working level class. Incumbents perform a variety of complex GIS related work including GIS technical support, spatial data analysis, updating data and maps, and providing general mapping expertise.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

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

Coordinates with staff in various departments to perform data analysis, update data and maps and provide general mapping expertise.

Conducts complex spatial analysis, which may involve a major policy area or concern; utilizes multiple databases, modules, and GIS software.

Maintains and enhances GIS data sets, to ensure usability and accuracy of all data entering the system.

Produces reports of geographic data utilizing data visualizations.

Assists in preparing and coordinating project scopes, procedure flow-charts, and schedules with internal customers and City departments.

Conducts end-user training on new and existing GIS and ESRI products.

Determines if business work systems are adaptable to computerized data processing and makes recommendations for business process reengineering.

Writes and maintains database queries and reports.

Develops, publishes, and maintains layers, services, maps, and applications for various departments.

Coordinates or performs various aspects of the addressing process such as assigning and tracking valid addresses, maintaining the address database and distributing addresses to other City departments.

Reviews and researches legal descriptions, deeds, subdivision maps, assessor maps, plat maps, and records of survey as part of the parcel maintenance process

Digitize, update, and maintain the utility networks within the City.

Troubleshoots technical problems as they relate to GIS and provides or recommends appropriate solutions.

Maintains confidential information in accordance with legal standards and/or City regulations.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods used to develop GIS data, mapping, relational databases, and data conversion techniques.

ESRI software including ArcGIS Pro, ArcGIS Enterprise, and ArcGIS Online.

Capabilities of automated data and mapping processes.

Cartographic principles.

Complex GIS analysis techniques.

Principles and methods of technical problem solving.

Some positions require knowledge of AutoCAD.

Local, County, State and Federal statutes, laws, ordinances, and rules as they apply to GIS processes.

Skill/Ability to:

Effectively utilize GIS technology such as ArcGIS Pro, ArcGIS Enterprise, and ArcGIS Online.

Create and publish GIS services.

Compute rates, ratios, and percentages.

Analyze, identify, and interpret technical and numerical information.

Develop, implement, and document GIS systems, processes, and procedures in accordance with City standards.

Safely operate a motor vehicle.

Prepare a variety of correspondence and complex reports.

Communicate effectively both orally and in writing.

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

Interpret and explain technical policies and procedures associated with GIS operations.

Oversee multiple projects and responsibilities simultaneously while meeting deadlines.

MINIMUM QUALIFICATIONS

Option 1:

Education:

Bachelor's degree from an accredited college or university with major course work in GIS(T), geography, engineering, land surveying, computer science or a closely related field.

Experience:

Three (3) years of increasingly responsible experience operating, implementing, and maintaining automated mapping and/or Geographic Information Systems (GIS). Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Option 2:

Experience:

Five (5) years of experience as a GIS Technician with the City of Fresno.

Special Requirement(s):

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

APPROVED: (Signature on File)
Interim Director of Personnel Services

DATE: 6/16/2023

JC/ar/08/11

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