

GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN I

DEFINITION

Under supervision, 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 the GIS Technician I/II classification 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 mapping duties.

These classes differ from the GIS Specialist in that the latter performs advanced mapping, research, and reporting duties. GIS Specialists also 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 ArcGIS Pro or other GIS applications.

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

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 Pro.

Basic GIS Workflows.

Skill/Ability to:

Accurately edit and maintain GIS data including lines, points, polygons, and tabular data.

Create basic vicinity maps.

Safely operate a motor vehicle.

Effectively utilize GIS technology.

Understand and carry out tasks as assigned.

Document GIS processes.

Communicate effectively both orally and in writing.

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

MINIMUM QUALIFICATIONS

Option 1:

Education:

Completion of twelve (12) units of college level coursework from an accredited college or university in one or more of the following areas: GIS(T), geography, engineering, land

surveying, computer science or a closely related field.

Option 2:

Certificate:

Completion of a GIS Certificate from an accredited education or government institution or ESRI certification program.

Option 3:

Experience:

Two (2) years of experience working with GIS.

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

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