

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>GIS Technician</u>
Sch.& Grade	<u>PAT-5</u>
Class Code	<u>CI19</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Computer Technical</u>

PRIMARY PURPOSE:

Performs assigned data management research, maintains and provides technical support for an assigned departmental Geographic Information Systems (GIS) database.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Utilizes the GIS computer system to provide analysis of spatial and relational databases in a thematic mapping environment and produces cartographic reports and maps.
2. Operates computers including utilization of a variety of software applications such as word processing, spreadsheet, graphics and database applications to produce reports, charts and graphs.
3. Compiles research information including gathering and tracking data through both manual and computerized systems; computer work involves both numerical and alphabetical data entry.
4. Assists in the collection, organization, interpretation and maintenance of data and information as assigned.
5. Assists in the design and implementation of GIS projects in the assigned department.
6. Coordinates with the GIS department for guidelines and direction in GIS projects.
7. Performs map planning, design, and production.
8. Operates GIS workstations, related peripherals, and communications networks for a variety of applications.
9. Performs drafting using GIS software; utilizes survey information, construction plans, and field data.
10. Edits and updates GIS digital base maps, geo databases and shapefiles.
11. Interprets and identifies boundaries to produce current maps.
12. Maintains a variety of records and documentation.

IMPORTANT FUNCTIONS:

1. Performs minor office administration tasks such as copying, filing, faxing, etc.
2. Attends workshops, seminars, conferences and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must possess knowledge of database software principles, Geographic Information Systems and cartography.

Abilities

Perform duties to assist in the operation of the department’s GIS; analyze and interpret information and translate that information into computer graphics and databases; assist in keeping all information current and accessible to the user; utilize sound, independent judgment; follow oral and written instruction; present an overall professional appearance; prepare and maintain accurate records, maps, and reports; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the stated mission of the City, Department and Division; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires a minimum of two years of college, vocational or technical training from an accredited college or university in Planning, Computer Science, Information Systems, or a closely related field plus one year of responsible experience in GIS applications. Directly related work experience may be substituted on a year for year basis. Arc/Info, ArcView, Avenue, Visual Basic, SQL experience is desirable.

Physical Requirements

Performs bending, squatting, kneeling, walking and reaching from ground level to overhead; must be able to lift, carry, push and pull up to 40 pounds; holds and grips objects; Must possess ability to effectively operate a computer keyboard and mouse and distinguish colors for mapping and graphical purposes. May be subject to sitting for long periods of time.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may be subject to extreme weather conditions and/or temperature swings when traveling to off-site locations.

Licensing/Certification

None required.

Miscellaneous Requirements

If utilizing a motor vehicle for the purpose of completing job duties, a valid Missouri Motor Vehicle Operator’s License is required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO.
Comments:	Updated Abilities	Date:

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____