

CLASS SPECIFICATION

GEOGRAPHIC INFORMATION SYSTEMS ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision, provides technical support in the development, implementation, operation and maintenance of the City's Geographic information systems (GIS) programs; applies knowledge of GIS to a variety of projects which include creation, maintenance, and Quality Assurance/Quality Control (QA/QC) of geographic datasets; applies GPS data collection and post processing techniques; and assists in the preparation of final map products for various departments within the City.

CLASS CHARACTERISTICS

This is the entry-level class in the GIS Specialist series. This class is distinguished from the GIS Specialist by the performance of the more routine tasks and duties assigned to this series. Positions at this level exercise less independent discretion and judgment in matters related to work procedures and methods than their Specialist-level counterpart. Work is usually supervised while in progress and fits an established structure or pattern. Advancement to the Specialist level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of Department Director.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Defines and maps a variety of information using automated mapping and graphic software to produce a wide range of computerized maps and reports; performs technical duties in the development, implementation, operation and maintenance of the City's geographic information systems; compiles, stores, inventories, and analyzes data; designs, develops, and assembles a variety of maps for various City departments; interprets engineering plans, plat maps, and legal descriptions for GIS database development efforts; creates and maintains geographic information systems database metadata or data dictionary to support enterprise GIS efforts for the City; edits, creates, and maintains graphic and tabular geographic information datasets; assists in the maintenance and organization of the geographic information systems data structure; operates a variety of geographic information systems input and output devices including scanners, printers, and plotters; performs research of geographic and tabular data from public and private sources for integration into the City's enterprise GIS; provides updated information to external agencies as necessary; stays abreast of new and emerging trends and changing technologies in the field of geographic information systems; reads pertinent industry publications; attends meetings and training as required; provides internal and external customer service; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- GIS principles, including spatial analysis, topographic attributes;
- GIS mapping software;
- GPS principles;
- Cartographic concepts;
- Data collection methods
- Analytical methods and techniques;
- Mathematics, including algebra, plane geometry and trigonometry;
- Standard office practices and procedures.
- Database management and development principles;
- Drafting and engineering principles and techniques, including computer-aided design and drafting;
- Methods and techniques of developing maps from multiple layers of data;;
- Computer graphics and multimedia.

Ability to:

- Use a plotter, digitizers, scanners, personal computers and related software applications;
- Create, edit, and update maps
- Gather and compile data
- Perform spatial analysis;
- Read and interpret plans, specifications, survey notes, maps and various statistical data;
- Maintain mental capacity, which allows for effective interaction and communication with others;
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties;
- Interact effectively with all levels of staff, other agency representatives and the general public;
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing;
- Monitor a land-based geo-related database system;
- Produce cartographic materials;
- Operate GPS equipment;
- Organize and maintain accurate records of activities and projects;
- Provide technical level support to geographic information systems programs;
- Compile and analyze geographic information systems data;
- Use presentation software (Power Point, etc.);
- Interpret and explain City policies and procedures;
- Perform essential job functions with minimal supervision.

Experience and Training Guidelines

Experience: One year of sub-professional drafting, engineering, and/or GIS experience including experience using GIS software, computer-aided design, and GIS equipment and programs is highly desirable.

Training: Associates Degree or equivalent coursework in geography, GIS, computer science or a related field.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.