

CLASSIFICATION ADDENDUM

Job Title: GIS Technician

Classification Specification: Technical Specialist

Barg Unit: OPE

Pay Grade: B22-B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The GIS Technician performs duties converting files from AutoCAD to ARC/INFO, updates and maintains databases and agency-specific GIS data sets and makes data available to other staff in a variety of forms and formats, produces maps from GIS and CAD data on an ad hoc basis. Installs, configures, operates, integrates, and provides technical support of GIS, cartographic design, AutoCAD, ArcView and other software; extracts center line data from Subdivision Plat and Partition Plat files to update city-wide digital street map, and processes street name correction forms; works with users to provide training; writes scripts and menu driver routines; data development; spatial analysis and spatial data change-order processing; provides technical assistance on various projects. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of geographic information systems, planning, engineering, or job-related computer programming with sufficient related work experience typically using AutoCAD and ARC/INFO in a production environment.

Licensing Requirements:

- N/A

Knowledge:

- CAD and GIS in a production environment with an emphasis on public works applications;
- Sanitary and storm sewer systems, and cadastre mapping from a surveyor's perspective (COGO);
- Data standards that enhance data transfer between stations;
- CAD data storage conventions.

Skills: *(Demonstrated skill in performing the following)*

- Working in a multi-platform distributed database environment;
- Utilizing data, programs, and PCs to provide information for City employees, other agencies, and private sector customers;
- Working independently with minimal supervision.

Qualification For Grade Progression:

B22 – Contributing (applying basic skills)

B23 – Journey (applying some advanced skills)

B24 – Advanced/Lead (applying advanced skills)

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

Created: 2012.01
2016.06 – Revisions by HR