

GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST I

GIS Division

DEFINITION

Under general supervision, assist with the development and maintenance of core GIS functionality and datasets, develop on a limited basis, deploy, and maintain web-based GIS services, maps, and tools, provide support to GIS staff and other end-users, provide insight and recommendations regarding 'Best Practice' uses of GIS, and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level Specialist position which is primarily responsible for the maintenance of the day-to-day technical operations of the agency GIS and its components. Incumbents work independently and with limited direction to ensure smooth operation and functionality of the agency's GIS, develop and deploy basic web services and tools, and to troubleshoot and resolve issues that arise. Incumbents must be able to manage small-medium sized projects with support and direction from senior staff. A high-level view and broad understanding of the use cases, implementation opportunities, and technology direction of GIS is expected of candidates in this position.

REPORTS TO

GIS Specialist III

GIS Manager

Information Technology Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None, though some mentorship of the GIS Technician series may be assigned.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

- Provides assistance for the maintenance and development of the corporate GIS data resource, and makes recommendations for improving data quality.
- Assists with the administration of GIS servers, including database, file, and web servers.
- Assists with the development, maintenance, and management of scripts and procedures required for daily automation procedures and updates.
- Provides support, oversight and project management as needed by other staff in the organization.
- Assists with designing, developing, and implementing GIS tools and applications.
- Assists with the implementation and transition of technologies that relate to GIS, including version updates, interfaces to other systems, and certain customization efforts.
- Develops and provides trainings for agency users.
- Assists with the development, evaluation, and implementation of standards, procedures, policies and documentation.
- Works with a project team to learn to analyze, design, configure, install, and manage complex application software involving interaction between multiple desktop and server application software systems.
- Attends trainings, seminars and user conferences to gain subject area knowledge.
- Maintains confidentiality.
- Performs other duties as assigned.

QUALIFICATIONS

Thorough knowledge of:

- Principles and applications of microcomputers relevant to GIS
- Data development and editing skills within ArcGIS Desktop.
- ESRI's Desktop product line, beginning at most one release back.
- ESRI Personal Geodatabase data model.
- GPS technologies.

Working knowledge of:

- ESRI Enterprise Geodatabase model.
- Server-based Enterprise GIS.
- SQL Server, ArcSDE.
- Python and server-side scripting languages.
- HTML and the basics of web design and maintenance.

Some knowledge of:

- Esri ArcGIS Online or Portal.
- Basic administration for Windows servers, including web server, scheduled tasks, etc.
- Development APIs and associated web development protocols.

Ability and Willingness to:

- Assist with the maintenance of core GIS server-based applications.
- Develop, deploy, and support basic web-based GIS applications and tools.
- Provide on-going support and maintenance of corporate data sets.
- Provide support to the user community and other GIS staff through training and mentoring.
- Work alone and in a small team environment, often without supervision.
- Think creatively for the good of the County and arrive at service oriented solutions.
- Assist with strategic planning efforts.
- Make group presentations.
- Maintain a high level of education and knowledge of current and future desktop computing systems.
- Effectively represent the County's Information Technology Department.
- Serve as a Disaster Service Worker during certain emergency situations.
- Maintain documentation of County GIS systems and (metadata).
- Establish and maintain cooperative working relationships.
- Maintain confidentiality, where necessary.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

A recently completed Bachelor's or Associate's degree or certificate in a field that had formal GIS training as part of its curriculum and three (3) years of experience;

OR

A minimum of four (4) years of experience working as a GIS Technician with solid editing and data management skills.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds on an occasional basis and in excess of 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; exposure to electrical energy and dust; frequent contact with staff and the public.

SPECIAL REQUIREMENTS:

- Satisfactory completion of a Department of Justice background investigation.
- Possession of a valid driver's license.
- May work other than a normal 8:00 AM to 5:00 PM shift.
- May drive in excess of 100mi/day

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Created : April, 2012
Modified : September, 2016
Salary Range 75