

G I S SPECIALISTDEFINITION

This is specialized technical work in the operation and maintenance of a geographic information system. Under general supervision, performs technical geographic information system input, including editing and system analysis, to produce a wide variety of maps, reports and other products. Coordinates and oversees the work of subordinate technical personnel. Work is reviewed while in progress or upon completion for desired results.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Creates and updates customized maps or reports for city departments; updates data base information and writes programs to create map features; digitizes geographic points, lines and polygons; inputs or imports data associated with geographic features; writes applications, programs or procedures to expedite system functions; assists other users of system in accessing GIS database; coordinates and oversees the work of subordinate technical personnel.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONSMINIMUM:

Bachelor's degree in management, computer science, geography or related discipline, or equivalent employment experience in related areas; one (1) year of experience working with ArcInfo and ArcView, one (1) year of cadastral mapping experience, experience with computer-aided drafting;

Knowledges: knowledge of the principles and concepts of computer operations, programming and applications; working knowledge of the general terminology, methods, techniques and instruments of cadastral drafting, computer-aided drafting, and geographic information systems; knowledge of and ability to direct map output to printers and plotters;

Ability to: take projects from abstract to reality; coordinate and oversee the work of subordinate technical employees; create and maintain a numerical map filing system; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

DESIRABLE:

Knowledge of civil engineering boundary control designations such as bearings, azimuths, distances, etc., and land legal descriptions; general knowledge of municipal infrastructure improvements such as water, sewer, storm drain, street facilities and plans; knowledge of HTML programming; knowledge of web enabling applications; experience in maintaining a world-wide web home page; experience with ESRI's map objects.