

CITY OF SALINAS

GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / H41

DEFINITION

Under supervision, performs a variety of work relating to Geographic Information Systems (GIS) including computerized mapping, data entry and cartographic layout, and serves as an information systems team member.

DISTINGUISHING CHARACTERISTICS

This position is the first level on the technical and professional track. Incumbents perform routine computer mapping, data entry, and map production that does not require previous specialized experience. Work is performed under the general supervision of a senior GIS staff member who makes general assignments and inspects work to ensure that it is conducted according to instructions and in conformity with accepted GIS standards, and changes in procedures or exceptions to rules are explained in detail as they arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general, technical and functional supervision from the Geographic Information Systems Administrator.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Create and maintain computerized map coverages using aerial photography, subdivision maps, assessor parcel maps, field surveys and boundary descriptions using GIS software, Windows computers and servers, and plotters. Research, create and maintain geographic and tabular data from source data, maps and field notes relating to map coverages; monitor changes for correct parcel, address, and other spatial data. Utilize GIS software to prepare and maintain a wide range of cartographic layouts for use by city staff; maintain fluency in GIS software, professional practices, and techniques. Conduct geographic analysis such as geocoding, network analysis, and spatial analysis using specialized software. Locate buildings, transportation facilities, and natural features using aerial photography; map and record related data. Conduct field surveys to collect and map data. Work with the Public Works staff to coordinate GIS data updates from AutoCAD drawing data. Translate user requests into methods and procedures for generating cartographic products. Answer routine questions and provide information to city staff concerning city maps; handle city staff work requests in a timely manner. Prepare and maintain written procedures. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, with no color deficiencies; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs. and carry items of that weight up to 200 feet; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk, typing and using a mouse at a computer terminal for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies. Occasional outdoor work walking on uneven surfaces in all weather conditions.

QUALIFICATIONS

Knowledge of:

Basic concepts, terminology, methods, principles, practices and techniques of geographic information systems. Computer operating systems, computer file and project management techniques, and the Microsoft suite of professional software. Basic GIS procedures necessary to create basic maps including digitizing, data entry, editing, and project production. Cartography, map scale and graphic presentation. Computers and printing devices. Computer programming languages such as Java or Python, computer scripting like VBscript, working knowledge of SQL, and AutoCAD Civil 3D or Map 3D is highly desirable.

Ability to:

Learn and apply methods, techniques and the operation of computers and printing devices necessary to prepare, maintain and print maps and map data. Translate customer requests into methods and procedures for generating cartographic products. Read and understand maps, geographic information and aerial photography. Learn and operate GIS data collection computer and produce maps from data collected. Communicate clearly and establish effective working relationships with others. Understand and follow oral and written instructions. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skills to:

Operate computers and printing devices specific to the production and maintenance of GIS applications and projects.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

Any combination of training, education, and experience equivalent to a two-year degree from an accredited college or university with a major in Computer Science, Geographic Information Systems, Urban Planning, Geography, Environmental Sciences, or a closely related field **AND** a minimum of one (1) year of experience with ArcGIS, and MS Office products.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

**ORIG: 7-99, REV: 2-07
REV: 9-15**