

# GIS TECHNICIAN

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Position Code: 2328

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 347

Location: Information Technology

Approval Date: 2019

## **General Statement of Duties**

Performs general paraprofessional and technical GIS mapping work for the Town.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of specialized GIS mapping and support work maintain GIS data base information for multiple departments and providing other staff support. Work involves maintaining up to date maps of zoning, annexations and incorporated area, watershed, land use plans and related maps. Other work includes assisting staff and the public with the compilation and distribution of plans, maps and related documents to facilitate review and approval. Work includes extensive public contact and working in inside and outside environmental conditions. Work is performed under regular supervision of the Information and Technology Director.

## **Duties and Responsibilities**

Creates and maintains a wide variety of data bases and maps for assistance in planning decisions, documentation, and presentation including annexation maps, corporate limits maps, zoning maps, sidewalk inventory, potential population, transportation, and other maps and data bases; maintains and archives GIS data.

Create and maintain GIS applications for other departments such as police, utilities, and fire department.

Assists with daily inquiries from the public on general zoning and planning questions; answers telephone calls and assists the public.

Assigns addresses for new developments and re-assigns old addresses; assists staff in reviewing plats for inclusion of addresses; distributes new addresses to Town staff; utility companies, County, etc.

Checks in submittal drawings and plats and reviews for basic information and accuracy; coordinates the processing of drawings and plats among Planning staff, Town departments, developers, and other staff.

Processes and distributes documents related to annexations, fees, addressing, rezonings, variances, etc.

Assist with the maintenance of the department's web site and associated links for forms, applications, and document access.

Performs other duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of GIS data base systems and ability to update and create maps using GIS software.

General knowledge of the principles and practices and applicable laws of public sector planning.

General knowledge of the Town's zoning, land use and other planning related ordinances adopted by the Town.

General knowledge of governmental laws, programs, and services pertinent to the planning process.

Working knowledge of computers, GIS software/hardware and applications and office machines.

Some knowledge of drafting/design techniques and procedures.

Skill in preparing documents and maps with accuracy and ability to proof documents for thoroughness and accuracy.

Ability to interpret local ordinances, rules, and regulations.

Ability to read blueprints, tax maps and other site-related drawings.

Ability to work effectively with contractors, developers, Town employees and the general public.

Ability to communicate effectively in oral and written forms.

Ability to document and complete required records and reports.

## **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and or up to 10 pounds of forces constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

## **Minimum Education and Experience**

Bachelor's degree from an accredited college or university in planning, geography, or related field and one to three years of experience with GIS software; or an equivalent combination of education and experience.