

Code: 1455

Title: GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN

SUMMARY: This classification creates or provides Automated Mapping/Facilities Management and/or Geographic Information System (AM/FM/GIS) products and services, using established and modified computer programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs complex GIS processing tasks by using ARC Macro Language (AML), ARC/INFO routines and/or LISP programs to produce complex reports, maps and related GIS products and services;
Codes, digitizes, verifies and edits electronic maps and their related geographic attributes;
Performs spatial overlays of geographically-related information;
Plans and sequences processing steps for database maintenance;
Quality checks, edits and documents data and procedures;
Assists in training user in AM/FM/GIS computer hardware, software and procedures;
Creates and documents AM/FM/GIS software programs;
Documents AM/FM/GIS standards and procedures;
Meets with service requestors of products or services to better define their needs or identify problems encountered;
May act as lead for data entry specialists on complex or unique projects.

KNOWLEDGE & SKILLS:

Knowledge of:

- AM/FM/GIS computer hardware, software, programming and peripheral devices;
- machine language(s) appropriate to area of assignment;
- principles, techniques, and applications of geographic database management and quality control or data automation, maintenance, processing and display;
- computer-based mapping and digitizing procedures;
- cartography, map-reading, geometry, and mathematics;
- research methods including analysis and documentation of results;
- effective training and communication techniques.

Skill in:

- operating and applying AM/FM/GIS computer hardware, software, and peripheral devices;
- maintaining, using and manipulating computer database files to reports and maps;
- verifying accuracy of data using source documents;
- using appropriate machine language(s) and creating AM/FM/GIS software programs;
- identifying, analyzing and resolving problems applicable to AM/FM/GIS hardware and software;
- conducting, organizing, analyzing, and documenting AM/FM/GIS program research;
- training and communicating effectively.

MINIMUM QUALIFICATIONS: EITHER:

1. An Associate's (or higher-level) degree, diploma or certification from an accredited college, university, vocational or technical school in Geographic Information Systems (GIS), Automated Mapping/Facility Management (AM/FM), Computer Aided Drafting (CAD), remote sensing, cartography, geography, programming, computer science, or management information systems.

OR:

2. Two (2) years of technical experience in the support and maintenance of a computerized AM/FM/GIS or CAD/CADD database, which included the production of maps, plats and cartographic reports, products and services.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona driver's license at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug-testing by law enforcement agencies due to need for access to law enforcement, corrections or Courts facilities, property and associated confidential and sensitive information, documents, communications and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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