

FRANKLIN COUNTY

GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN

September 3, 2015

Position Description

Non- Exempt

OVERALL OBJECTIVE OF JOB

The GIS Technician acts as a GIS editor within the organization. The GIS Technician is responsible for the development, maintenance, and updates of County Geographic Information Systems including any and all associated GIS data and map production as assigned by the supervisor.

ESSENTIAL FUNCTIONS OF JOB

1. Ensures continued accurate development and maintenance of the County GIS base map and associated layers in accordance to all standards and protocols in place.
2. Establishes, builds and/or maintains database of associating attribute data to GIS layers; ensures data meet the needs of users; ensures redundant data collection efforts do not occur; ensure data quality and value by adhering to all standards and protocols in place.
3. Completes data entry into the GIS system; subsequently ensures timely and accurate input into the system.
4. Identify discrepancies and errors within existing databases and rectify.
5. Maintains, updates, and distributes GIS data within County.
6. Performs research and analyses using GIS software to benefit the County and its citizens.
7. Improves operations, decreases turnaround times, streamlines work processes, and works cooperatively and jointly to provide quality service.
8. Keeps abreast of new technological advances and recommend future enhancements.
9. Recommend (to management) areas where change, use, or increased use of GIS systems would provide increased speed, accuracy or efficiency in County operations.
10. Recommend (to management) procedures and policies for the efficient use of GIS systems
11. Prepares maps, data and/or analysis for supporting planning studies, emergency preparedness, grants, capital improvements or other programs as required by the County.

OTHER DUTIES OF JOB

1. Attends job related trainings and meetings; remains current on developments in the field.
2. Reports to supervisor on system projects, future plans, usage, limitations, performance, and related issues.
3. Performs other duties as assigned or required.

SUPERVISION RECEIVED

Receives instructions and supervision directly from the County GIS Coordinator.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate work space, temperatures, ventilation and lighting on regular basis, except in responding to emergencies.
2. Normal indoor exposure to noise, disruptions and stress; in event of incident, can be very stressful and disruptive.
3. Below normal indoor exposure to dust/dirt.
4. Work is typically performed in a normal office environment but requires occasional field work around the County and other offsite work as assigned.
5. Work may be performed with frequent interruptions and multiple projects.

PHYSICAL AND MENTAL REQUIREMENTS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for computer to simple dexterity of feet/legs; torso necessary to carry out duties of job.
4. Light work, with occasional lifting/carrying of objects with weights of ten to thirty pounds.
5. Must be attentive to details and concentrate on superior product production.

QUALIFICATIONS

A. EDUCATION/TRAINING

1. High School Diploma with 12 college credit hours of GIS required. Associates or Bachelor's Degree in GIS, Planning, Geography or related field with specialized training in GIS preferred.
2. Programming experience in one or more of the following: PYTHON, Visual Basic, JavaScript, and other applicable software packages / programming languages is preferred.

B. WORK EXPERIENCE

1. No prior work experience necessary; Prior GIS Internship preferred.
2. Any combination of related education and training and/or experience which indicates possession of the skills, knowledge and abilities listed below.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must possess general knowledge in principles, standards, terminology and trends in GIS.
2. Must possess familiarity and usage of the most recent releases of GIS desktop software.
3. Must possess knowledge on the use of Microsoft Office products, i.e., Windows & NT, Word, Excel, PowerPoint, Access, etc.
4. Must possess knowledge of basic computer system design and GIS database design.
5. Must be able to communicate effectively both orally and in writing with co-workers and supervisors.

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- 6. Must possess ability to establish and maintain cooperative and effective relationships with County departments and agencies.
- 7. Must possess knowledge and familiarity of County geography.
- 8. Must possess comprehensive knowledge of GIS System, including hardware, software applications and practices including those utilized by the County.
- 9. Must possess comprehensive knowledge of cartography regarding map creation, editing, and interpretation.
- 10. Must be capable of typing and operations of computer keyboard and data entry.
- 11. Must possess ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- 12. Must possess ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

(Signature of Employee)

(Date)

(Signature of Supervisor)

(Date)

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

