

CITY OF LAKE ELSINORE

GIS TECHNICIAN I

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs geographic information tasks and projects, such as creating, editing and maintaining geographic information system layers using a variety of GIS technologies; performing data analysis using GIS technologies; and producing a wide variety of maps, technical reports and related exhibits. Possesses technical knowledge and skills in data compilation and editing, spatial analysis/geoprocessing, data management, cartography, and visualization. Collaborates at a technical level with the Geographic Information Systems Analyst and Information Systems Analyst on enterprise GIS administration and database integration requirements. Performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in this series and is distinguished from the GIS Specialist and GIS Analyst by the experience, knowledge, and complexity of the tasks required to perform the full range of duties.

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the GIS Analyst. Does not routinely supervise others.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Utilizes GIS software to perform spatial analysis for projects assigned by the Geographic Information Systems Analyst and department management staff.
- Prepares and updates customized maps, diagrams, exhibits and technical reports.
- Prepares written and oral reports or presentations using a variety of GIS tools and PC applications.
- Updates and maintains GIS layers and performs quality control check on mapping products and GIS data layers to ensure accuracy and consistency with GIS database.
- Operates and maintains GIS hardware and software, plotters, scanners and GIS workstations.
- Works closely with IT systems staff on GIS and enterprise system integration.

- Obtains field data using GPS equipment and performs data capture, conversion and integration.
- Works with GIS/IT staff to develop, enhance and improve enterprise GIS services provided by the City.
- Attends City meetings as required.
- Attends GIS related training sessions, seminars, meetings, and conferences.
- Participates in the City's Information Technology committee and related project team(s).
- Acquires new skills and knowledge for keeping current with GIS technology developments (e.g., enrolling in GIS technology classes, attending GIS technology/professional conferences).
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Works indoors in a typical office setting, this position entails exposure to confined work space and electrical hazards; CRT, VDT, OR LCD use for extended periods of time. Sufficient clarity of speech and hearing, with or without reasonable accommodation, to communicate effectively in person and using a telephone; Sufficient vision, with or without reasonable accommodation, to observe visually displayed information; Ability to adjust focus and use hands and fingers to handle and maneuver objects; Strength and ability to safely move and/or lift equipment or supplies weighing up to 25 pounds; Sufficient manual dexterity, with or without reasonable accommodation, to operate computers and related equipment requiring continuous repetitive arm-hand motion; Sufficient agility to walk, stand, sit, bend, stoop, crouch, twist, kneel, crawl, climb; Sufficient personal mobility, with or without reasonable accommodation, to function in a general office environment; Ability to operate a vehicle safely.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a GIS Technician. A typical way of obtaining the required qualifications is to possess one year of sub-professional GIS experience. One year of college level coursework from an accredited college in GIS, geography, cartography, computer science, or a closely related field may be substituted for one year of experience.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

GIS theory, function, tabular and special data analysis; knowledge of ESRI product line; knowledge of GIS programming and customization techniques; working knowledge of databases and cartographic techniques; knowledge of mathematics and statistical analysis, including principles of algebra, geometry, and trigonometry; applicable Federal, State and local laws, codes and regulations; municipal operations, policies, and procedures.

Ability to:

Establish effective working relationships with all levels of the organization; understand and follow oral and written instructions; work independently; prioritize work activity on various assignments; perform research and prepare oral and/or written recommendations; follow the Purchasing Policy for acquiring new GIS software and technologies; handle multiple tasks; set up and maintain electronic and physical records; ability to read and follow personnel rules and regulations and related workplace policies; operate a vehicle.

Skill in:

Written and verbal communication; modern office methods and computer typing skills; competency using ESRI applications (e.g., Arc View, ARC/INFO, ArcGIS, MapObjects, ArcExplorer, ArcIMS, ArcSDE); use of business database applications related to GIS AND marketing or business development (e.g., iMarket, infoUSA and County of Riverside EDD data.)