

Classification Specification **GIS TECHNICIAN**

Date Prepared: September 2012

FLSA Status: Non-Exempt

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SERIES CONCEPT

The GIS Technician is an entry-level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry, and other tasks related within the agency's Geographic Information System (GIS) program. Positions in this classification may also perform other planning/computer-related duties as needed.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

Performs basic to moderate data analysis using ArcGIS, relational databases and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve spatial and relational problems.

- Creates, updates, and maintains GIS and relational databases in various formats.
- Conducts data analysis and preparation of data reports and maps.
- Develops accurate and complete metadata for data sets by TRPC.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Responds to public inquiries with data and information as directed by supervisor.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Technician classification are distinguished by the specialized technical GIS skills necessary to perform moderate functions involving analysis, databases, and data development and conversion.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM: One year of experience in the use of ArcGIS Desktop, and relational databases.

Working knowledge of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.

EDUCATION – MINIMUM: Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities

KNOWLEDGE AND ABILITIES

Knowledge of:

- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Database management.

Ability to:

- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to agency staff.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.