**CITY OF McCALL**

# CLASS SPECIFICATION

# Geographic Information Systems (GIS) Technician

Pay Grade: 9

FLSA Designation: Non-exempt (covered) Effective Date: October 2020

# General Statement of Duties

GIS Tech position is within the Community Development Department and works under the supervision of the GIS Analyst. Assists in the construction and maintenance of the City of McCall Geographic Information Systems. The GIS Technician will work on a variety of projects to further the maintenance and development of the system including but not limited to editing current layers, obtaining new layers from various sources, producing maps and creating new layers via office and field work, integrating databases, operating a GPS and integrating GPS data, and performing related duties as assigned.

# Classification Summary

The primary function of an employee in this class is to maintain and create new layers as needed to maintain and update the City of McCall GIS. The projects for the job range require high skill level and understanding of the software. The GIS Technician will be collecting data in the field and will need to be able to problem solve any field issues. The work is performed under the general supervision of the GIS Analyst who assigns and inspects work to assure that it is conducted according to project guidelines and conformity industry standards. The GIS Technician is expected to resolve most problems confronted through applications of software, and research referring to the GIS Analyst for additional assistance when needed.

**Examples of Work** (Illustrative Only)

## Essential Duties and Responsibilities

* Lead field data collection;
* Create data using appropriate field data collection techniques;
* Operate a GPS unit and download / integrate data into Enterprise GDB;
* Conducts site visits, verify site data for editing or other projects as needed:
* Assist in the maintenance of the parcel fabric’s special and database data;
* Maintain and add to existing Control Network;
* Maintain data located on ArcServer and multiple databases on Network Server;
* Maintain Spatial Networks for Public Works (Water, Sewer, and Storm);
* Attends and helps GIS Analyst plan Reginal GIS conferences;
* Provides GIS products and expertise to the public and staff;

Utilize multiple software programs;

* Assist in the development of maps for the City and public;
* Works with all City Departments to collect and maintain appropriate GIS data as needed and requested;
* Able to read and draw out legal descriptions provided by surveyors and through title searches and other sources;
* Transfer data from physical maps and land use applications to GIS system; and
* Build and maintain ArcGIS Online web applications for both City staff and public.

## Other Duties and Responsibilities

* Participates on the creation of new datasets and maps as requested by the GIS Analyst;
* Keeps informed on new technology and applied uses; and
* Performs other related duties as assigned.

# Knowledge, Skills and Abilities

Knowledge of:

* Theory, principles, standards, practices and information sources of GIS;
* Understanding of land surveying and field mapping best practices;
* Proficiency in the application of ArcGIS 10+;
* Working knowledge of CAD software;
* GIS concepts, including statistical analysis techniques relevant to GIS and its practices;
* ArcGIS Server, Hypertext Markup Language (HTML), Python scripting, SQL Server, and Visual Basic (VBA);
* Terminology, symbols, methods, techniques and instruments used in planning; and
* Operations and uses of a computer and standard and specialized hardware and software (such as: ArcGIS Desktop Advanced, ArcPad, ArcGIS advanced editing tools, Trimble Positions Desktop, and Microsoft office suite) applicable to the work.

Ability to:

* Follow written and oral instructions;
* Interpret maps, site and building plans and specifications, graphs and statistical data;
* Understand and apply City policy in formulating recommendations on specific GIS issues and requests;
* Research and analyze GIS data;
* Prepare clear and concise technical documents, reports, correspondence and other written materials;
* Establish and maintain effective working relationships with City staff and others encountered in the course of work; and
* Learn quickly and fix issues in timely matter.

# Acceptable Experience and Training

* Bachelor’s degree in Geography, Geographic Information Systems or closely related field required; or GIS Certification from accredited university; and
* Two (2) years applicable work experience; or
* Equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work defined in this job description knowledge of the community is preferred.

# Special Qualifications

* Valid state driver’s license.

# Essential Physical Abilities

* Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and by telephone;
* Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, software applications;
* Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle;
* Sufficient body mobility, flexibility, to work in a home office environment that requires sitting for long periods of time.