



Job Description

Position Title: GIS Technician

Accountable To: Policy Planning Manager

FLSA Status: Non-Exempt

Primary Objective of the Position:

Performs intermediate skilled technical work managing and maintaining the District's spatial data and databases, making maps and customized Geographic Information Systems (GIS) applications, and manipulating data to serve a variety of purposes. Work is performed under the limited supervision of the Operations Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Job Functions:

Coordinate all the facets of the District's Geographic Information Systems including needs analysis, application development, data maintenance, and software deployments.

Create professional and visually compelling maps using hardcopy and/or electronic media that effectively communicate geospatial data for reports, meetings, and internal and external presentation.

Design, develop, maintain, and implement the organization's GIS web mapping applications.

Enhance existing GIS capabilities by seeking opportunities for improvement of existing methods, tools, or workflows.

Create and modify GIS datasets; manage and maintain legacy GIS datasets; Convert data collected from field operations in GIS database with proper and accurate spatial location.

Create complex map products using GIS to show data representations such as basic (roads, streams, buildings, etc.), complex, and analytical analysis.

Develop visually compelling, design driven maps using ESRI systems; integrate maps with Adobe Creative Suite, AutoCAD, or equivalent.

Process data and graphics requests from project team members and anticipate information needs and presentation format as part of workflows.

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Serves as technical resource to District, including providing assistance and training in the use of GIS data and systems, recommending, troubleshooting, and providing support for GIS software, databases, and other related applications.

Education and Experience:

Bachelor's degree in Geography, GIS, Landscape Architecture, Computer Science or closely related field, and 2-3 years of experience in GIS, or equivalent combination of education and experience. Experience in planning landscape architecture or a related field is preferred.

Required Knowledge, Skills and Abilities:

Thorough knowledge of GIS principles, methods, and techniques using GIS mobile, ArcGIS Desktop v10x, ArcGIS Pro ArcGIS Online

Experience with geodatabase design, development, storage, inventory, and maintenance using database architecture best practices.

Thorough understanding of multiple coordinate systems and projects in mapping and analysis.

Ability to use field deployable GIS/GPS hardware and software to collect field data.

Proficient with georeferencing, collecting, analyzing, editing, and summarizing GIS data.

Knowledge of Microsoft Office suite including Excel, Word, and Access, and the integration of spreadsheets, database tables and text files in ArcGIS.

Strong oral and written communication skills, keen orientation to detail, an eye for professional presentation, and recognized organizational abilities.

Ability to establish and maintain effective working relationships with local agency officials and general public.

Preferred Knowledge, Skills, and Abilities:

Ability to program using JavaScript, Python, SQL, XML, HTML, CSS, or .Net environments;

Experience finishing maps in AutoCAD, Adobe Creative Suite, or similar applications.

Experience with story maps and other web based material for visualizing geospatial data to visually communicate information about projects.

Familiarity with watershed science, environmental planning, land use planning, and related fields.

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Proficiency with automating process using common GIS analysis tools, including Model Builder or Python scripting

Experience with development of applications for data collection using laptops, smartphones, or tablets

Physical Requirements:

This work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires standing and walking and occasionally requires stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

None.

Acknowledgement:

Employee

Date

Supervisor

Date

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.