



GIS SPECIALIST I

Range: 46
Salary: \$6,753 - \$8,238

JOB DEFINITION: Under general supervision, performs a variety of Geographic Information System (GIS) duties to support the Agency's GIS efforts; and performs related work as assigned by the Operations and Engineering Manager.

SUPERVISOR: Operations and Engineering Manager

EXAMPLE OF DUTIES:

Provides technical and professional duties related to the overall development, operation, and maintenance of GIS in support of Agency operations. Collects, verifies, inputs, edits, maintains, updates field and office generated attributes, tabular and spatial data; edits and performs quality assurance on data entities and attributes; works with other Agency departments to identify, design, and develop GIS applications and procedures integrating the GIS system with existing databases; Creates views to display geographic data themes, view map projections; creates ArcGIS tables from a variety of tabular sources; joins and links multiple tables and modifies table structure; edits tables and creates charts for presenting tabular data; creates maps and/or other graphical representation of Agency facilities for presentations; incorporation of AutoCAD or similar computer aided design information into GIS files; prepares graphical representations of physical or planned facilities; interprets maps, graphs, aerial images; create high quality maps, drawings, and models using GIS in compliance to the spatial digital maps with the County; assists in the development and maintenance of GIS library structure and associated applications; prepares reports and maintains files, records, and drawings; and performs related duties and responsibilities as required.

QUALIFICATIONS:

Schooling and Certification(s): Graduation from high school or G.E.D. equivalent, supplemented by college-level courses in GIS, geography, planning, and computer aided drafting.

Experience: A minimum 5 years experience performing sub-professional, technical civil engineering work or any combination of training and experience which would likely provide the required knowledge and abilities.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Computerized mapping and digital data conversion; principles and practices of data manipulation and analysis, terminology, methods, techniques and nomenclature of civil, mechanical and/or electrical engineering drafting; applications development methods, tools, and utilities applicable to the GIS system; principles and practices of software and computer aided drafting; proficient in AutoCAD and ESRI GIS software; standard engineering and architectural scales; algebra, geometry, and trigonometry as applied to mapping processes; database administration knowledge.

Ability: Work independently with direction and oversight from Operations and Engineering Manager and Apply the principles of algebra, geometry and trigonometry in performing required duties; perform difficult mapping duties; read and interpret engineering plans and specifications, legal descriptions and survey notes; compile information and compose clearly written technical reports; maintain complex records; establish and maintain cooperative working relationships with fellow employees, contractors, engineers and the general public.

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Going up and down ladders, stepping stools, stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never
Examples: Picking up boxes, normal office range of motion

Lifting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Lifting boxes, field equipment, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never
Examples: Operation of computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties to be performed by the GIS Specialist I will be within the Operations Center. On occasion will be required to perform outdoor work and will be exposed to hot and cold temperatures. Summer temperatures can exceed over 110° degrees Fahrenheit.

Within the Operations Center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.

The working hours of the GIS Specialist may be traditional Agency office hours of 8:00 am to 5:00 pm; or may be a 9-80 work schedule with every other Friday off.