

CITY OF TUALATIN

Classification Description

Job Title: Geographic Information System (G.I.S.) Technician
Department: Engineering & Building
Reports To: Information Technology Coordinator
FLSA Status: Non-Exempt

SUMMARY: Performs work in the development and maintenance of the Geographic Information System (GIS) database. Performs a variety of technical tasks relative to the assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Develops customized maps, views and coverages.

Administers information databases by establishing databases, and collecting and updating data to ensure the integrity and applicability of information.

Analyzes information, maps, charts and graphs to reveal patterns, trends and hot spots.

Evaluates the analysis of information and maps to determine effectiveness.

Develops program reports to inform management of project status.

Tracks time-sensitive projects and assignments to ensure timely completion

Prepares and administers electronic and hardcopy of records for the creation and retirement of information.

Prepares and presents graphic presentations (e.g., matrices, charts, graphs, spreadsheets, tables, and time lines) to improve information presentation and comprehension.

Researches and collects data to establish inter-/intra-agency partnerships.

Provides presentation graphics support for City staff and prepares posters, large format photography, and reproductions for staff use.

SUPERVISION: Receives direction from the GIS Coordinator on specific projects and/or programs. This job has no supervisory responsibilities. May provide training to other personnel. Work is subject to periodic review while in progress or upon completion by the supervisor.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data.

Project Management - Coordinates projects; Communicates changes and progress.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.

Quality - Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

QUALIFICATIONS : To perform this job successfully, an individual must be able to perform each essential duty 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.

Technical Knowledge/Ability: Working knowledge of the operational characteristics of the geographic information system and of modern land-based mapping application theory, principles and practices. Considerable knowledge of ARC/INFO, ARC/View, ARCGIS, and web-enabled GIS related software and database theory. Knowledge of cartographic principles and practices.

Ability to understand and interpret statewide land use laws and process and interpret the City's Comprehensive Plan, Development Code and ordinances. Ability to write reports and correspondence, speak effectively with other department personnel, local agencies and the public.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry and trigonometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations: Possession of, or ability to obtain possession of, a valid Oregon driver's license prior to appointment.

EDUCATION & EXPERIENCE: Bachelor's degree in geography, computer science, engineering, urban planning or related field; one year of experience operating GIS and one year experience in computer-aided mapping or drafting experience; or equivalent combination of education and experience.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is: regularly required to sit and talk or hear; frequently required to stand; walk; and use hands to finger, handle, or feel; occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is performed mostly in office settings with extensive computer work station inflexibility. Office environment is fast paced and characterized by frequent deadlines/interruptions and moderate noise level. Some travel and outdoor work is required to obtain perspective of various land use developments, City geography or facilities and to meet with other agencies. The employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.