JOB DESCRIPTION

Title	**GIS Technician**			
Department	Information Systems		Job Class	A 15 3
Driving Required	No		Safety	No
Labor Union	AFSCME Local 2746 Courthouse/Roads		FLSA	Non-exempt
Created	June 2006	Reviewed	April 2023	Revised	April 2023

Purpose

This is a non-supervisory skilled technical Geographic Information System (GIS) position that maintains land information and produces land information products through ArcGIS software for government and public use.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Participate in the continuous development of the department's geographic information system including: Design, create, and maintain geodatabases, maps, data files, and documentation using ArcGIS software.
- May input and update tax lots, soils, land use, streams, roads, topography, zoning, comprehensive plan, survey control points; using the GIS under the direction of the GIS Committee and GIS Cartographic Program Manager.
- Produces custom maps of land information to meet specific public and county GIS user needs.
- Tabulate statistics, frequencies and data summaries.
- Position is responsible for providing technical support to departmental users.
- Coordinate with county GIS Cartographic Program Manager and GIS Programmer Analyst.
- Other duties as assigned.
- Follow all safety rules and procedures established for work area.

Education & Experience

Bachelor's degree in geography, cartography, natural resources, computer science, planning, environment science, or a related field. Minimum of one year of GIS work experience.

Knowledge, Skills & Abilities

Knowledge of:

- Basic cartographic principals and sources of mapping materials.
- Principles of geographic information system (GIS) including entry/updates, analysis, and map production.

- ESRI ArcGIS software programs with working knowledge of components, tools, function and techniques.
- Windows and relational databases (SQL Server preferred).
- ESRI data formats including shapefiles and geodatabases.

Skills in:
- Business letter writing and basic report preparation techniques.
- English usage, spelling, grammar, and punctuation.
- Methods and techniques of map compilation and cartographic principals.
- Microsoft Office applications.
- Map projections, coordinate systems, and datums.

Ability to:
- Establish and maintain effective working relationships with county staff and management, members of the public, and others encountered in the course of work.
- Resolve and troubleshoot GIS-related problems.
- Communicate clearly and concisely, both verbally and in writing.

Desired Qualifications

Physical Demands

Physical demands on position are minimal involving moving materials, books, files, records and other materials typically not exceeding 25 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment. Requires occasional travel between county buildings. Requires occasional work schedule adjustments or overtime in order to perform computer functions.

Supervisory Responsibility

Works under the supervision of the GIS Cartographic Program Manager. Supervision of other employees is not a responsibility of this position.