GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN III
GIS Division

DEFINITION
Under general supervision, assist with the development and maintenance of core GIS datasets, support for web applications and tools, and assist with map production and analysis work required by users within the organization. Assist with desktop support, training, and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is the advanced-level journey position in the GIS Division which is primarily responsible for supporting GIS projects, as well as providing GIS related support and training for other staff. Incumbents may be asked to help monitor and support typical scripts and routines on GIS servers, and work with users on the development of requirements for projects and efforts utilizing GIS. While project management is typically outside the scope of this position, the incumbent should possess the organizational skills required to complete projects on time and on budget. A strong understanding of current technology trends in GIS is required, as well as the ability to apply them creatively to a unique set of problems.

REPORTS TO
GIS Specialist III
GIS Manager
Information Technology Director

CLASIFCATIONS DIRECTLY SUPERVISED
None, though some mentorship of GIS Technician I & II may be assigned.

EXAMPLES OF DUTIES
Duties include, but are not limited to the following:
- Assist with the maintenance and development of core GIS data and metadata.
- Provide intermediate level project mapping and analysis support as needed.
- Provide desktop support for GIS users (installs and troubleshooting).
- Assist with field data collection and verification of existing datasets.
- Assist with the maintenance of tools and applications and train others on their use.
- Review logs and reports associated with scripts and automation processes to ensure update procedures are running properly and consistently.
- Identify and troubleshoot basic GIS application and server issues with support and guidance from GIS Specialists.
- Participate in and host relevant meetings involving GIS.

QUALIFICATIONS

Thorough knowledge of:
- Principles and applications of microcomputers relevant to GIS
- Data development and editing skills within ArcGIS Desktop.
- ESRI's Desktop product line, beginning at most one release back.
- ESRI Personal Geodatabase data model.

Working knowledge of:
- Enterprise Geodatabase concepts and use cases within the organization.
- Server-based GIS applications.
- GPS technologies.

Some knowledge of:
- Python and/or Model Builder.
- HTML and the basics of web design and maintenance.
- Principles and approaches to project management.

Ability and Willingness to:
- Provide on-going support and maintenance of corporate data sets.
- Develop project plans and scopes necessary to outline GIS support efforts for various stakeholders.
- Provide support to the user community with desktop installs and help-desk like services.
- Assist with the monitoring and maintenance of server-based applications.
- Assist with other IT-level support when emergencies arise.
- Work alone and in a small team environment, often without supervision.
- Think creatively for the good of the County and arrive at service oriented solutions.
- Maintain a high level of education and knowledge of current and future desktop computing systems.
- Effectively represent the County's Information Technology Department.
- Serve as a Disaster Service Worker during certain emergency situations.
- Possess strong written and oral communication skills and an ability to organize and work in a team environment.
- Establish and maintain cooperative working relationships.
- Maintain confidentiality, where necessary.

TRAINING AND EXPERIENCE
Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

A recently completed Bachelor's or Associate's degree or certificate in a field that had formal GIS training as part of its curriculum and two (2) years of experience;
     OR
A minimum of three (3) years of experience working as a GIS Technician with solid editing and data management skills.

TYPICAL PHYSICAL REQUIREMENTS
Sit for extended periods; frequently stand, walk, stoop, kneel and crouch; physical ability to lift and carry objects weighing up to 50lbs. on an occasional basis and in excess of 50lbs. with assistance; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal and written communication skills; use of office equipment including computers, telephones, calculators, copiers and FAX.

TYPICAL WORKING CONDITIONS
Work will be performed in an office and in the field; exposure to electrical energy and dust; frequent contact with staff and public.

SPECIAL REQUIREMENTS

- Possession of a valid California driver's license
- May work more than a normal 8:00am to 5:00pm shift
- May drive in excess of 90 miles a day

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Created : June, 2007
Revised : September, 2016
Salary Range 65