



JOB DESCRIPTION

NOVEMBER 2016

| | | |
|--|---|---------------------------|
| Job Title: | GIS Technician | |
| Department: | Development Services Department | |
| Location: | 61 N. Green Street | |
| Reports to: | Senior Planner | |
| Type of position: | Hours: 40 hr week / M - F | Overtime required: |
| <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Contractor | <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt | Yes |

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

Employee serves as a GIS Technician, responsible implementing, deploying and developing a robust GIS platform and training opportunities for Town staff and the public.

GENERAL DESCRIPTION/RESPONSIBILITIES

Assist with the daily operations of the Development Services Department including but not limited to:

Identifies and collects assets using a handheld GPS device, including but not limited to: utilities, infrastructure, geographic features, structures, etc.

Digitizes historical records, including: plats, as-built records, subdivision plans, and utility plans.

Creates technical maps and display/presentation maps using ArcGIS, Adobe In-Design and Illustrator.

Assists Senior Planner in developing ArcGIS training program for staff.

Streamlines GIS workflow efficiencies with model building.

Assists Senior Planner, and other staff, in specialized analysis, cartography, or technical projects.

Develops GIS tools to aid each department in meeting its goals.

Assists Senior Planner in development of GIS related presentations.

Organizes, creates, manipulates, edits and retrieves GIS data for reporting, analysis and presentation purposes.

Provides GIS services to all Town departments, including: creating and maintaining features, attributes, thematic maps and application development to improve department operations.

Compares and reviews field and office mapping data to resolve errors and omissions.

Establishes and maintains GIS layers/data and other digital media.

Participates in local, regional, state and federal GIS initiatives, partnerships, and organizations.

Other duties as assigned.



JOB REQUIREMENTS

Must have a Bachelor's Degree in Computer Science, Urban Planning, Geography, Engineering, Public Administration or related field.

At least one year applicable work experience thorough internship, or job shadowing required.

Ability to effectively communicate orally and in writing with co-workers, other Town departments, vendors, and the public.

Ability to work on several tasks at the same time, and complete assignments effectively within established timeframes.

Ability to read and interpret utility maps, legal descriptions, surveys, site plans, construction plans, and other documents, to accurately construct maps and databases.

Ability to work independently or collaboratively with other staff.

Knowledge and experience in Adobe In-Design and Illustrator preferred.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name

Approved By:

Date Hired :