

CEDAR COUNTY JOB DESCRIPTION

Title: GIS Technician

Department: Geographic Information Systems

FLSA: Non-Exempt

Date: March 2010

Reports To: Auditor

PURPOSE OF POSITION

The GIS Technician shall manage a Geographic Information System (GIS) for Cedar County. The GIS Technician shall have a thorough knowledge of the principles, practices and techniques of information technology as related to GIS functions and database management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Create, edit and maintain GIS feature datasets using the current version of ESRI's ArcView, ArcEditor ArcGIS, ArcInfo, and/or GeoGear in a multi-user, versioned geodatabase environment.

Manage the geometry of GIS feature using accepted coordinate geometry (COGO) methods for land parcels and related cadastral features such as subdivision boundaries, rights-of-ways, city limits, public land survey systems divisions, etc.

Create, edit and maintain non cadastral features such as creeks, railroads and street centerlines.

Create, edit and maintain tabular GIS data for features such as parcel identification numbers (PINS), addressing, feature names, etc. Update and maintain annotation features including dimensions.

Update ownership information in the county's tax database and/or Cedar County central data repository.

Evaluate and enter data from property descriptions, deeds, various plats and surveys into GIS using trigonometry, coordinate geometry and cadastral mapping standards.

Assist in land records research, including but not limited to locating, compiling or evaluating legal descriptions, deeds, survey plats.

Examine, analyze and process GIS data on a regular, expected and anticipated basis.

Support other plat room service providers as a part of the plat room team concept.

Generate and distribute requested and special GIS products for county departments (i.e. GIS features, files, maps, charts, graphs, reports, exhibits and other displays as time permits.)

Develop and nurture relationships with departments, outside organizations, other governments, and the general public by providing map products/data/services information. Answer basic customer inquiries, help to fulfill map/data/services requests and take the lead in solving any customer-related issues.

Self/Professional Development:

Attends training to maintain a current working knowledge of industry trends and tools. Participates in appropriate professional organizations and attends conferences to maintain and enhance professional knowledge.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.

EDUCATION and/or EXPERIENCE

Associate's degree or two (2) years of course work in GIS, geography, computer science, engineering or closely related field required; two (2) years experience working within a GIS environment or working with property legal descriptions; OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities to perform the work. GIS Certification desired. Working knowledge of the operation, care and maintenance of a Geographic Information System (GIS) and relational geo-spatial data. Some knowledge of terms, procedures and techniques used in property description and record keeping. Ability to write and interpret difficult legal descriptions. Skill in application of property terms, procedures and techniques.

Essential Skills:

- Demonstrated GIS/technical and conceptual skills such as; geodatabase editing, cadastral mapping, cartographic design, interpretations of legal descriptions, plats and other survey data, center line mapping, county addressing, image/raster feature analysis, understanding of topology rules, data models, metadata, information policy and data quality standards.
- Familiarity with GIS applications such as; ESRI ArcGIS (ArcInfo/ArcEditor/ArcView), ArcSDE, ArcServer, ArcIMS. Technician should also be familiar with the applications of GIS in a variety of fields such as Web GIS, Public Safety, Conservation, Economic Development, Crime Analysis, Asset Management, Survey Control, Permitting and Automated Vehicle Location.
- Ability to operate a wide range of PC hardware and software. In addition to GIS software applications, Technician should be familiar with computer-aided drafting (CAD), the concepts of Relational Database Management Systems (RDBMS's) and MS Office applications.

- Ability to operate peripheral equipment, including but not limited to scanners, printers, plotters.
- Proven ability to develop and maintain highly effective relationships and use tact and professionalism when working with all levels of county employees, the public and various outside agencies.
- Demonstrate independent problem solving skills including the ability to troubleshoot, diagnose and develop solutions.
- Display effective communication skills including written, verbal and listening skills, particularly in dealing with individuals who lack GIS background and vocabulary.
- Ability to maintain confidentiality.
- Ability to work independently.
- Must be able to pass a background investigation.

LANGUAGE ABILITY

Ability to read, comprehend and write simple instructions, short correspondence and memos. Requires effective communication skills and the ability to speak clearly and distinctly in English using appropriate terminology and language; read in English.

MATHEMATICAL SKILLS

Ability to perform arithmetic, algebraic and geometric calculations. Ability to perform these operations using units of United States currency, and to make correct change. Ability to read and understand charts and graphs.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out simple and moderately complex instructions. Ability to handle a variety of situations dealing with the general public. Ability to maintain a variety of files and records consistent with departmental or regulatory requirements; collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.

PHYSICAL DEMANDS

The physical demands 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.

Must be able to operate a variety of office equipment, including computers, printers, plotters, projectors, and GPS equipment. Must be able to sit for long periods of time; some amount of walking, kneeling, bending, or other movements may be required. Must be able to lift and carry office equipment and supplies weighting up to 50 pounds, with reasonable accommodations. Work may be stressful due to deadlines. Must have a valid drivers' license and reliable vehicle, as some travel will be required within the regional area (in and out of state), for skill and knowledge development.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing 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 the job, the employee is normally in a climate controlled office environment with appropriate heating and cooling and not exposed to significant occupational or environmental hazards other than those associated with general public contact. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.