



CLASS SPECIFICATION FOR:

GIS Specialist

General Statement of Duties:

Performs moderately complex technical work in the County's current geospatial information systems (GIS) by creating, editing and maintaining department-specific geospatial layers, graphics, attributes, features, images and related data; creates complex, purpose-specific detailed drawings, plans, charts, schematics and other technical documents using GIS and computer aided drafting (CAD) software; performs related work as required.

Distinguishing Features of Class:

An incumbent in this classification is assigned to a department with dedicated GIS layers created and maintained for managing infrastructure, asset, land use, development, zoning or other department-specific operational data; and is responsible for accurately creating, editing and maintaining department-specific information represented and maintained in the department's assigned GIS layers using a variety of data sources such as field drawings, construction plans, as-built plans and other relevant hard-copy documentation. Primary duties include meeting with end users to define data needs, project requirements, and required outputs; accurately interpreting hard-copy documentation and other data provided by Department and other County staff to the correct department-specific georeferenced graphics, attributes, features and digital images on the correct department-specific layers; preparing a wide variety of highly detailed specific purpose-use charts, maps, graphics, displays and exhibits required for reports, meetings, court and public hearings; preparing a wide variety of highly detailed specific purpose-use maps and plans requiring critical accuracy for a wide variety of uses such as planning, zoning, construction, asset management, public safety responses, emergency management, etc.; and scanning provided hard-copy documentation, verifying scanned file accurately represents all department-specific elements, and accurately titles, indexes and stores/archives the digital images for future use and reference. Work is performed under limited supervision with latitude for managing own work assignments and for making accurate technical judgments. Researches and resolves, or recommends resolution, of a wide variety of problems or questions independently with unusual and complex issues referred to the supervisor or other appropriate Department or County staff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Performs complex technical support to Department staff by accurately interpreting, representing and annotating department-specific data in the Department's assigned GIS layers within the County's GIS system;
- Accurately reads and interprets maps, civil engineering plans, survey plats, work orders, field notes, and other forms of source documentation describing department-specific assets and related features;
- Accurately creates and maintains assigned geospatial layers and related data from a variety of hard-copy and field sources;
- Accurately captures and represents relevant department-specific data from documentation of the Department's assets/features' nature, origin, purpose, location and described assets in GIS database records;
- Utilizes sound mathematical skills to accurately plot GIS and AutoCAD files to scale, calculate acreage, square footage, degree of slope, calculate map scale conversions for plotting plans and to accurately scale and create maps at different sizes;
- Creates and edits attribute tables (GIS table information) with spatial connections to the GIS points, lines, and polygon features;
- Utilizes the attribute table Field Calculator to populate or update data and department-specific layers;
- Uses predefined GIS and Microsoft templates to produce standard maps, forms, reports and other documentation as needed;
- Utilizes Desktop ArcGIS symbology and cartographic skills to create presentation quality display boards, maps and plans for reports, meetings, court and public hearings;
- Prepares a wide variety of customized, specific purpose-use charts, maps, graphics, displays and exhibits required for reports, meetings, court and public hearings;
- Makes a variety of miscellaneous revisions and updates based on internal and external customer requests;
- Creates and maintains technical documentation related to the department-specific layers;
- Scans provided hard-copy documentation, verifies scanned file accurately represents all department-specific elements, accurately titles, indexes and stores/archives the digital images for future use and reference;
- Makes field visits as needed to verify the accuracy of existence, location, and other attributes of the assigned Department's assets and assets' features;
- Applies QA/QC standards, including reviewing data for completeness and accuracy, identifying and correcting errors or omissions in the data with regard to in-house data, the evaluation of data acquired from outside of the organization and database construction;
- Researches land and property records, digital images and other resources and information as needed;



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- Appropriately involves and collaborates with the supervisor, appropriate department staff, or other County staff for assistance with the resolution of unusual or complex issues;
- Actively participates in all scheduled meetings and trainings;
- May be required to work a flexible schedule;
- Follows all required policies and procedures and accurately creates and maintains all necessary layer management records;
- Develops and maintains a thorough up-to-date working knowledge and understanding of the assigned department's department-specific operations, assets and related data that must be accurately represented and maintained in multiple department-specific layers in the County's GIS system;
- Develops and maintains sound proficiency with software specific to assigned duties such as ArcMap 10.2, AutoCAD Map 2014, Tidemark, FileNet, Real Estate Property data, GIS and Graphics support, GIS Editor, ArcGIS, ArcView 3, Adobe Acrobat, CorelDraw, Microsoft Office products, etc. as well as related hardware, software, applications and peripherals used by the County;
- May be required to assist with inclement weather cleanups and serves as Department event staff as assigned;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Requires an advanced working knowledge of GIS theory and practice and GIS analytical and geoprocessing functions; sound ability to accurately read and orient complex GIS data to complex maps, civil engineering drawings and other source documents; sound cartographic knowledge to accurately interpret and apply cartographic principles and techniques to complex GIS representations in assigned layers; advanced working knowledge of best practices for managing and customizing geospatial data in a GIS system; advanced proficiency in ArcGIS Desktop versioned data editing, toolbox geoprocessing, map layouts, and relational database concepts; thorough working knowledge and understanding of assigned Department's operational needs and end-users' needs related to geospatial systems, applications, tools, purpose-use charts, maps, graphics, displays and exhibits required for reports, meetings, court and public hearings; sound mathematical skills to plot GIS and AutoCAD files to scale, calculate map scale conversions for plotting plans and maps at different sizes; sound technical skills with the ability to proficiently use related peripherals such as scanners, plotters, printers, etc.; critical attention to detail; excellent critical thinking and problem solving/troubleshooting skills with the demonstrated ability to synthesize data provided by end users/stakeholders, identify and resolve representation issues; excellent interpersonal and communication skills with the ability to communicate technical information to non-technical audiences in user friendly language; ability to express ideas and concepts clearly and concisely with critical accuracy, including orally, visually and in written formats; ability to create and maintain accurate technical documentation; excellent interpersonal and communication skills with the demonstrated ability to collaborate effectively and to establish and maintain positive working relationships with Department staff, County staff and other relevant stakeholders/end users; personal accountability including teamwork and establishing and maintaining positive working relationships; strong computer skills with ability to proficiently use computer and typical business software and applications as well as related peripherals and wireless devices; physical condition that permits the activities necessary in and inherent to the assigned duties such as visual acuity and manual dexterity; ability to work independently and recognize when to elevate issues for guidance or resolution; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County and Department with end users and other stakeholders. May require ability to work a flexible schedule or work at various locations Countywide as needed.

Minimum Education and Experience:

Education: Graduation from high school, supplemented by relevant college-level coursework or other relevant specialized training in creating, editing, and maintaining geospatial information systems (GIS);

Experience: Three (3) years of relevant GIS work experience;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.
- May be required to obtain other department-specific certifications.