

**CITY OF GAHANNA, OHIO
CLASS SPECIFICATION**

CLASS TITLE: GIS Technician
DEPARTMENT: Technology
REPORTS TO: Technology Director

CLASS CODE:
FLSA STATUS: N
DATE: October 22, 2012

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Coordinates the development, implementation and support of a City-wide enterprise GIS system; manages the database, data structure and data access; provides GIS information and solutions customized to address departmental needs; recommends and implements vendor software, services and applications; provides frontline helpdesk services to City GIS users; supervises GIS staff; collaborates with IT network and system peer personnel in regards to GIS servers and hardware needs.

ESSENTIAL JOB FUNCTIONS:

Importance	Tasks	% of Time
1	Provides GIS information and solutions to meet City department's needs; communicate and coordinate with departments to understand needs and projects; accesses current data or creates data; develops maps and printed materials; packages data and makes data accessible to outside parties; manages and updates the City's internal and external websites as well as specialized web applications; analyzes and processes data to aid in the understanding and problem solving of geographic issues.	30
2	Maintains GIS procedures and protocols; recommend and oversees upgrades in GIS service as needed. Coordinates GIS needs across the City, assists and trains City personnel using the GIS system. Updates and maintains reports reflecting the status of all pending projects; monitors progress towards completion and provides regular updates to management,	15
2	Maintains data integrity; controls access, edits and version reconciliations; updates data and collaborates with County to synchronize updates; identifies and analyzes data discrepancies to resolve accuracy issues.	25
3	Manages software applications and coordinates hardware needs with IT team; develops workflows for GIS users to access, comprehend, and analyze data in a user friendly manor; provides training and instruction to users to enhance reach of GIS in the City; collaborates with IT team for hardware needs, upgrades and management.	15
4	Identifies, analyzes and resolve technical and administrative problems/concerns related to GIS; Initiates changes to geographic data; Edit and validates data to ensure its accuracy and completeness, test potential applications and ensure accurate documentation.	5
5	Assist IT Director with development of budgetary figures. Works with IT Director to handle financial needs of department; performs all purchase related matters such as purchase order requisitions, obtaining quotes, placing orders and receiving and submitting invoices.	5

** Regular, predictable, and punctual attendance is required.

EXHIBIT A

IMPORTANT JOB FUNCTIONS:

Communicate with other departments to analyze GIS needs.

Reviews GIS best practices

Manage database including user access, editing, and updating.

Plan and prioritize GIS aspects of City projects and create implementation plans for long term actions.

Deploy ways to share the City's GIS data through web services internally and externally, printed maps and other formats.

Provide hands-on technical management, design, and development of the GIS end user applications.

Develop data and extract information from database to answer geographic questions.

Perform continuous updates of core GIS data and website information.

Evaluate new GIS technologies, products and services that would be beneficial to the City.

MATERIAL AND EQUIPMENT USED:

- Desktop and/or laptop computer along with related equipment (Microsoft Office Suite and ESRI ArcGIS 10.X)
- GPS Devices
- Large format printer/scanner
- General office equipment
- Servers (hardware and virtual)
- Storage systems (SAN and NAS)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in GIS or a related field and Two (2) to Four (4) years experience working with Geographic Information Systems.

Or

- Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Licenses and Certifications:

- Valid Ohio driver's license with no more than 6 points.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- GIS technologies, concepts, principles, practices and techniques such as geoprocessing functions, database management, modeling and process automation, coordinate systems, projections, metadata, topology, and data transformations
- Local Government Operations
- Needs and operations associated with city departments such as , police, engineering, utilities/service, parks and recreation, planning and zoning
- Geospatial analysis
- Customer service techniques and interpersonal skills
- SQL server and database administrative tasks
- Internet programming languages (HTML, XML, JavaScript, etc.) pertinent to GIS applications
- Python programming
- Printers and plotters

Skills in:

- Cartography
- ESRI ArcGIS 10.x for Desktop and Server
- Handheld GPS Systems
- Virtual Environments (VMWare)

Mental and Physical Abilities:

- Ability to analyze information and situations to assess level of escalation required
- Ability to priorities projects based upon safety and/or public necessity
- Ability to speak and write effectively
- Ability to establish and maintain effective working relationships with others
- Ability to communicate effectively with the public and internal staff
- Ability to ensure highly accurate products during repetitive data collection processes
- While performing the essential functions of this job, the incumbent is required to sit, see clearly, hear, read and write, speak, walk, stand, grasp and hold objects, keyboard, and rarely lift objects up to 20 pounds