

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### GIS Technician

**Department:** Varies  
**Pay Grade:** 508  
**FLSA Status:** Non-Exempt  
**Job Code:** Z720

#### JOB SUMMARY

The purpose of this classification is to perform technical work associated with the operation and routine maintenance of the geographical information system (GIS). Work at this level places an emphasis on data editing and the production of maps, graphics, and presentation materials, as well as the routine maintenance and upkeep of related database files.

#### ESSENTIAL JOB FUNCTIONS

- Produces, maintains, and updates city maps, graphics, and presentation materials: generates maps and materials using GIS; customizes data to reflect specific information of interest to the parties requesting the materials; prioritizes projects in order to meet deadlines.
- Maintains a clearinghouse of data pertaining to city interests, updates databases and indexes data for reference; categorizes and integrates data with other systems; interpolates new data and records into the GIS database; assures accuracy and interrelationship of all system information and data for preparation of reports and/or mapping projects.
- Digitizes, scans, or otherwise converts maps, plats, plans, surveys, and similar paper documents into electronic format: maintains electronic files and storage of records; distributes records as appropriate.
- Performs tasks associated with routine operation and application of the GIS: assists with design/development of spatial/tabular databases and topological editing; enters, edits, researches, and updates information in various databases; and performs routine analysis in response to various user needs. Researches various records and resources as needed.
- Maintains the City's paper maps, subdivision plans, plats, and related documentation; controls access to documents and ensures materials are returned.

- Operates GPS equipment to collect and catalog data on city resources and infrastructure: identifies and locates various data points in the field; utilizes equipment to obtain geographic reference points; keeps logs and records of data points collected; downloads data from GPS equipment and attributes records with various resources lists. Makes field visits to collect and/or verify GIS data.
- Provides information and assistance to the public, other city offices, or other individuals regarding geographic data requests, GIS operations, or related issues; provides copies of maps and other documentation; assists with the interpretation of map or other GIS information; and provides information, researches complaints/problems, and initiates problem resolution.
- Prepares, completes, and/or receives various forms, reports, correspondence, technical reports, plats, deeds, graphs, presentations, database records, technical manuals, maps, master street files, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a computer and other electronic equipment to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, mapping, or other computer programs; performs routine set-up, installation and troubleshooting for computers and software; provides assistance to other GIS users. Operates a variety of specialized/general equipment and tools.
- Communicates with supervisor, employees, other departments, customers, surveyors, realtors, title searchers, attorneys, post offices, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends meetings as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new technologies, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs general maintenance and upkeep of plotters, printers, and other equipment; maintains inventory of related supplies.
- Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or running errands.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

**Tasks specific to Community Development Department:**

- Coordinates address assignments and corrections with the Postal Service and other Public Facilities and Government Departments.
- Serves as the Editor for the Roswell Street Atlas, adding streets, street names, subdivisions, multi-family developments, hotels, schools, public facilities, retail centers, street name index, street maps, etc.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires an Associate's degree in geographical information system operations, drafting, and personal computer operations; supplemented by one (1) year previous experience and/or training involving geographical information system (GIS) operations, mapping, or drafting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Additional certifications may be required based on assignment.

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Knowledge of cartography, planimetrics, land data systems, and drafting. Must be able to operate GIS applications, databases, and digital mapping and graphics software.
- Ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.
- Ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

## **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*