Job Description

Job Title:	GIS Technician	Classification:	Classified
Department:	Information Technology	Grade:	190
Occupational Group:	Information Technology	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; operates, programs, and maintains the integrity and security of the City's Geographic Information System (GIS) database to provide a variety of geographic information and data for City projects, City staff, and the public.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Monitors GIS system performance, installs software upgrades, and maintains current programs as required.
2. Troubleshoots GIS hardware and software problems to identify programming problems and hardware malfunctions.
3. Maintains GIS system security to ensure that unauthorized access or data input/modification is not permitted.
4. Maintains inventory of supplies and materials needed for system operation and data/map output; orders additional stock as necessary.
5. Organizes geographic features/data sets into layers and descriptive fields. Creates and maintains layers for the City's 911 dispatching system.
6. Develops coding structures for geographic data documenting database information/programming structures to facilitate system maintenance and operation.
7. Develops GIS applications and web applications in support of City projects and goals.
8. Designs map displays that present geographic data clearly and understandably.
9. Integrates cartographic data from a variety of sources in preparation for digital conversion.
10. Digitizes maps and related cartographic materials for input into the GIS system.
11. Produces maps and other cartographic/geographic informational materials to meet a variety of needs. Works with a variety of City departments to develop projects and provide custom reports.
12. Coordinates system and mapping procedures including determining data sources and resolution levels to be used. Develops and manages automated map libraries and data dictionaries.
13. Designs attribute databases and associates descriptive data with map features.
14. Maintains the City's billing database.
15. Contributes effectively to the Information Technology Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Provides technical support for all GIS software users.
- Generates custom maps as requested by City staff and the public.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Operation and maintenance of a variety of computer hardware associated with GIS systems including digitizers and plotters; installation and maintenance procedures for a variety of computer software associated with GIS systems; variety of advanced, specialized computer programming languages functioning in both UNIX and DOS environments; purpose and use of GIS systems; ESRI software, ARCServer, ARCGIS, and related WEB components of ESRI software; information sources appropriate for use with GIS systems; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with database users and other staff; developing and coding specialized computer programs associated with the operation and maintenance of a GIS system; troubleshooting computer hardware and software to identify problems and malfunctions; performing routine maintenance on a variety of computer hardware and software; operating a variety of computer hardware and peripherals associated with a GIS system; Microsoft Office Suite.

Education: Graduation from an accredited college or university with an Associate's degree in Geography, Geospatial Science, Cartography, Graphic Information Systems, Computer Science, or related discipline is required. A Bachelor’s degree in disciplines above is preferred.

Experience: One year of full-time GIS database/mapping experience using ESRI software is required. Prior local government experience or additional experience utilizing ESRI software is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver’s license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	