



POSITION DESCRIPTION

Title: GIS Technician
Department: Public Works
Status: Full-time, Non-exempt
Immediate Supervisor: Public Works Specialist

SUMMARY OF POSITION

Responsible for assisting in the building, maintenance and continuous improvement to the City's Geographic Information System (GIS) and integration as it relates to asset management and maintenance applications. The GIS Technician will be involved in many aspects of GIS stewardship including data development, application development, mobile and web-based GIS, data analysis and distribution, research, and the production of reports, maps and other GIS output.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

Geographic Information and Asset Management Systems

1. Perform data entry related to City's base map layers and asset management system.
2. Prepare, design and/or create exhibits, reports, tables, maps and visual aids.
3. Collect data, survey and inventory assets in the field and in the office.
4. Ensure update of records from various other sources in a timely fashion.
5. Organize, utilize and extract data from appropriate databases. Store, retrieve and exchange information between databases.
6. Perform complex analysis and data synthesis.
7. Work closely with Public Works employees, other City departments and external agencies to incorporate City data into the GIS and asset management systems to produce necessary and accurate maps, including identifying data needs, map design and production schedule.
8. Work closely with supervisor on administration and accuracy of data.
9. Assist in the development of user-based applications for all City departments.
10. Maintain and update the City's GIS applications, including mobile applications for field devices.
11. Implement, utilize and maintain GIS mapping integration with asset management and document imaging systems.
12. Work cooperatively with Communications division staff to maintain and update maps on the City's website.
13. Provide GIS and asset management software training to City employees as needed.
14. Recommend methods and techniques for more effective use of systems.

15. Maintain knowledge of trends for GIS applications, asset management systems and local/regional issues within areas of responsibility by participating in user groups and technical meetings.

Records Management

1. Maintain records in a format compatible with current software and systems including web-based applications.
2. Organize, implement and maintain document retention and archiving with the City's electronic document imaging system.
3. Assist in updating the City's record drawings.
4. Use various records modification software (e.g ImageCAD GTX, Adobe Professional, Nuance, etc.) to convert file formats and update utility, streets and other records.
5. Assist in archiving and scanning of permanent records, review scanned documents and link as appropriate to GIS map layers.

B. OTHER DUTIES AND RESPONSIBILITIES

1. Provide other services such as assisting Engineering division staff in recordkeeping, field work and interacting with the public.
2. Attend evening and weekend meetings as necessary and assigned. Work after regularly scheduled hours during emergency situations and as directed.
3. Perform other duties and responsibilities as assigned.

C. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of database principles and data formats. Ability to use knowledge of principles to organize, analyze and map data.
2. Ability to communicate effectively and professionally with coworkers, consultants and members of the public.
3. Understand and carry out work directives.
4. Work independently with little direct supervision, manage multiple tasks, and prioritize effectively.
5. Work in a safe manner.
6. Modern office practices, methods and computer equipment and software.
7. Principles and procedures of record keeping and reporting.
8. Respond to requests and inquiries in a timely manner.
9. Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
10. Safe driving principles and practices. Maintain a safe driving record.
11. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

D. MINIMUM REQUIREMENTS

1. Bachelor's degree in GIS, Engineering, Geography, Environmental Sciences, Computer Science or closely related field.
2. Two years of experience working with GIS and GPS systems.
3. Experience working with ESRI's ArcGIS software products.

4. One year of experience developing databases.
5. Experience working in Windows Server environment.
6. Experience using MicroSoft Office Suite applications, including Word, Excel, Access, PowerPoint and Outlook.
7. In-depth knowledge of general mapping principles, demographics analysis, spatial analysis, remote sensing and cartography.
8. Valid Minnesota Class D Drivers License with a good driving record.

E. DESIRED QUALIFICATIONS

1. Experience working with CarteGraph, Cityworks, or similar asset management software.
2. Experience working with AutoCAD software products.
3. Experience in or high degree of knowledge of public sector working environments and public infrastructure.

F. TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base, presentation, email, internet, GIS, asset management, computer-aided-design and document imaging software; surveying equipment including GPS, level, total station and other measuring devices such as retroreflectometer and slope-meter; motor vehicle; phone; camera; mobile radio.

G. WORK ENVIRONMENT

The work environment varies considerably depending on the circumstances; however, work is primarily office environment with occasional work performed within a motor vehicle or in the outdoor environment. Noise level in the work environment is usually fairly quiet while in the office, although the ability to work with constant noise distractions are required.

F. PHYSICAL DEMANDS (* = ESSENTIAL TO JOB)

- * Sight reading data, maps, reports, journals, agendas; viewing a computer monitor and hand held devices
- * Speech communicating with staff, commissioner members, City Council and the general public
- * Hearing answering inquiries from citizens, City Council and commissioners
- * Sitting at workstation, staff and commission meetings, driving a motor vehicle
- * Walking inside office and on site at project locations
- * Grasping operating writing instruments
- Standing making presentations
- Twisting getting in and out of vehicle

Climbing walking over uneven terrain at project sites
Lifting files

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By:

<u>Jeannine Clancy</u>	<u>07/08/2011</u>	<u>Thomas D. Burt</u>	<u>07/11/2011</u>
Department Head	Date	City Manager	Date
<u>Chantell Knauss</u>	<u>07/11/2011</u>		
Human Resources	Date		