Job Title: **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I**

| Job Code Number: 000830 | FLSA: Non Exempt | EEO CODE: 3 | Pay Level: 21 |

**JOB SUMMARY:**

This is the entry-level position in the GIS series. Performs technical work in address geocoding, computer-aided mapping, a variety of data base compilation and maintenance, CAD or other related areas under the supervision of other GIS staff. This is a technical position requiring knowledge of computer system operations, data base systems and computer-aided drafting.

**TYPICAL DUTIES:**

1. Collects, compiles, maintains and updates departmental geographic information. Verifies address-related or other database related information through researching existing records and field checks. Conducts quality assurance of the data prepared for entry into geographic information system.

2. Utilizing trigonometric and algebraic concepts, measures and adjusts state plane coordinates, to maintain and update GIS coverage. Utilizes a variety of input devices for inputting mapping and tabular information into a geographic information system, including coordinate geometry coordinate adjustment software. Interprets maps, plats and survey records to develop map overlays. Prepares basic maps and tabular reports using plotters and other output devices.

3. Provides mapping and departmental GIS related information to other City departments and outside agencies, and assists in interpreting the requested information.

4. Participates in the accurate completion, calculation, verification coding, entry and cross checking of individual department data input and City-wide GIS database and subsequent data layers.

5. Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

1. Graduation from high school or equivalency, including course work in trigonometry and/or algebra, and three-two years of experience in one or more of the following areas: computer-aided design and drafting, GIS, surveying or computer data entry. Two years post-high school training in civil engineering, computer science, GIS, surveying or a related field may be substituted for two years’ work experience.

2. Ability to operate computers and basic familiarity with AutoCAD and ArcView. Familiarity with basic surveying methods and techniques.

3. Ability to work well with co-workers, supervisors, other agencies and the general public under a variety of circumstances.
4. Possession of a valid Utah driver's license and ability to work unconventional hours and overtime when required.

WORKING CONDITIONS:

1. Frequent exposure to computer terminals for extended periods. Light physical effort. Comfortable working conditions, handling of light weights, intermittent sitting, standing and walking. Occasional driving to field sites.

2. Intermittent exposure to stress as a result of human behavior.

CAREER LADDER:

After completion of two years as a Geographic Information Systems Technician I, incumbents who meet the specified qualifications for the Geographic Information Systems Technician II position and have above-average performance, may be nominated for promotion to Geographic Information Systems Technician II. Candidates are promoted following divisional recommendation, the approval of the department director, available funding and concurrence of the Human Resource Division.

A TEN-YEAR PERSONAL, CRIMINAL AND EMPLOYMENT BACKGROUND CHECK IS REQUIRED FOR THIS POSITION.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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<thead>
<tr>
<th>Approved by: Max Peterson</th>
<th>Date: August 21, 2007</th>
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</thead>
<tbody>
<tr>
<td>Title: City Engineer</td>
<td>Department: Public Services</td>
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<tr>
<td>HR Approval: VB</td>
<td>Revised Job: ☑</td>
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