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## **GIS/IT SPECIALIST**

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### **SALARY RANGE**

**\$30,798 - \$50,523**

### **FLSA STATUS**

**Exempt**

### **GENERAL DESCRIPTION**

Performs routine to moderately complex (journey-level) geographic information systems and information technology work. Work involves input and manipulation of geographic information to create, maintain, display, update, and produce accurate maps and other representation of data. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

- Creates and modifies maps, graphs, or diagrams, using geographical information software and related equipment.
- Compiles, evaluates, and interprets geographic data from various sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps; enters required data into a geographic information system.
- Digitizes, analyzes, and maintains spatial databases of relevant information, documents procedures, validates data for accuracy and completeness, completes approved metadata forms, and produces maps of the resulting information.
- Collects, collates, and translates data from external and internal sources and converts data to assist various departments.
- Imports, creates, reformats, and processes data to produce spatial distribution maps for various studies.
- Assists in writing programs and developing user interfaces, menus, and macro-level commands to meet user needs.
- Assists in providing consulting services in fields such as Economic Development, Public Safety, Communications, Environmental Resources, Public Transportation, and Health & Human Services.
- Assists with the entering, correcting, and debugging of database records.
- Assists with evaluating data from outside sources to determine the quality of the data and to resolve record or mapping discrepancies.
- Other duties as assigned.

## **GENERAL QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Geographic Information Systems, Data Science, or related field (Preferred).
- Demonstrated success in geographic information systems analysis and design work (Preferred).
- Any combination of education, experience, and training commensurate with required knowledge, skills, and abilities.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of local governments and special districts in the Golden Crescent region (Preferred).
- Knowledge of terminology related to geographic information systems. (Preferred).
- Knowledge of Database development and management.
- Demonstrated skills in problem solving; in testing, installing, and implementing geographic information system programs and solution; in the use of applicable software; and in troubleshooting system issues.
- Excellent organizational, interpersonal, customer service, and communication skills.
- Self-starter with the ability to manage time and self-prioritize projects/activities.
- Ability to work in a fast-paced multidisciplinary team environment.
- Ability to demonstrate courtesy, diplomacy, and the highest level of professionalism in all dealings.
- Ability to process information logically; to design programs and systems logic; to prepare program specifications; to code, test, and debug software; to interpret technical information related to programming and other areas of data processing.
- Proficient with various Microsoft Office 365 products and meeting technology tools.

*This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, responsibilities, and activities may change at any time with or without notice.*

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**