



GEOGRAPHIC INFORMATION SPECIALIST I-III

| <u>CLASS</u> | <u>PAY GRADE</u> | <u>SALARY RANGE</u> | <u>FLSA STATUS</u> |
|--------------|------------------|---------------------|--------------------|
| 322-324 | 9-11 | \$34,798 - \$50,523 | Exempt |

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

GIS I

- 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.
- Translates data from outside sources and converts data to assist users.
- 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.
- Performs related work as assigned.

GIS II

- Maintain and update databases using applicable geographic software, and enter, correct, debug records.
- Write programs and developing user interfaces, menus, and macro-level commands to meet user needs.
- Resolve record or mapping discrepancies through data research and address inquiries.

- Conduct research to ensure accurate use of data and to resolve conflicting information.

GIS III

- Provide consulting services in fields such as Economic Development, Public Safety, Communications, Environmental Resources, Public Transportation, and Health & Human Services.
- Oversee the entry and validation of database records and ensure that data quality and information is reliable and consistently maintained.
- Coordinate and/or perform the identification, gathering, and compiling of required geographic data from sources including censuses, field observations, satellite imagery, aerial photographs, and existing maps.
- Provide parameters for digitizing and maintaining spatial databases of relevant information, including documenting procedures, validating data for accuracy and completeness, and completing approved metadata forms.

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