



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

GEOGRAPHIC INFORMATION SYSTEM TECHNICIAN

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult technical work in the editing and maintaining GIS data, produces map products and performs spatial analysis and does related work as required. Work is performed under the direction of the GIS Coordinator.

This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds amount of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, walking, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Updates and maintains a variety of GIS databases; conducts deed and plat research, transforming this information into GIS data; performs tasks supporting the assignment of street addresses and street naming; prepares maps, reports and related graphics using GIS software; performs analysis using GIS software; provides GIS and other related customer support to citizens and staff.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Enters and updates the geometry and attribute values of GIS data from source documents, such as land records; deeds, survey plats, as-built drawings and County Resolutions and Ordinances;
Conducts research to find, verify and correct GIS data from source documents;
Identifies and resolves data errors and conflicts using appropriate methods;
Interprets and analyzes aerial photography, making comparisons to other spatial data sources;
Prepares map products using proper cartographic principals;
Assigns street addresses in compliance with County Ordinances;
Performs GIS analysis to support the activities of County Departments;
Performs general clerical duties, including writing correspondence, documentation and filing;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Must have a valid Virginia Driver's License;
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and experience with the ESRI suite of products (ArcGIS Desktop and extensions, ArcGIS Server); ability to read and understand legal descriptions, deeds, plat books, maps, site-plans and software procedure manuals; knowledge of spatial data concepts, cartographic principles and mapping techniques; ability to read, understand, interpret and apply relevant County rules, procedures, ordinances, codes and regulations; knowledge and experience with database management systems (SQL Server), Microsoft Office (Word, Excel, PowerPoint and Access); ability to establish and maintain effective working relationship with other employees, teams and the public, must be able to communicate effectively both verbally and in writing and must be able to work independently on multiple, complex projects.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college or technical institute with course work in Geography, Cartography, Natural Resources, Computer Science, Information Technology, Planning, Environmental Science or a related field; some experience in the operation of GIS equipment, including computer hardware, plotter/printer set and GPS.