

**HALL COUNTY
CLASS SPECIFICATION**

Job Code: 4403
Date: 03/2006
Rev: 08/2012
Grade: 19

JOB TITLE: GIS TECHNICIAN
FLSA STATUS: NON-EXEMPT
WORKERS COMP: 8810-CLERICAL/OFFICE
EEO FUNCTION: 1 - FINANCIAL ADMINISTRATIVE
EEO CATEGORY: 1 - EXECUTIVE/SENIOR LEVEL OFFICIALS AND MANAGERS
CLASSIFICATION: CIVIL SERVICE
REPORTS TO: DEPUTY CHIEF APPRAISER
DEPARTMENT (S): TAX ASSESSORS, REAL ESTATE

JOB SUMMARY:

Performs technical work, editing cadastral maps and attribute data for inclusion in the GIS data base; analyzing GIS data; and presenting GIS data in graphic format using Smart Data Strategies' (SDS) data management software and ESRI's ArcGIS platform as required by the Department.

Provides technical support and end-user training for other users of GIS products within the Department

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Responsible for the overall maintenance of the GIS cadastral data layers in an enterprise ArcSDE 9.1 Oracle Geodatabase.

Performs all edits of the various GIS cadastral layers, which include parcel, subdivision, and various annotation layers, utilizing a variety of source documents including but not limited to property deeds, survey plats, and other map sources.

Incorporates all new subdivisions into the appropriate GIS cadastral layers from subdivision plats and digital CAD data sources.

Provides technical support to all Department users of the ESRI and SDS GIS software products. Support includes installing, testing, and maintaining the current GIS software versions, and troubleshooting end-user problems as they occur.

Provides training and assistance to all Department users on the proper use of the ESRI and SDS GIS software products.

Maintains regular communication with the GIS staff in the county Planning Department, reporting any issues, concerns, or observations as necessary.

Prepares maps, charts, graphs, and other data as needed for the Department and the public.

Performs data compilation and automation, including preparation of metadata, attribute coding, manual and on screen digitizing.

Perform a variety of technical duties involved in the operation of the geographical information system.

Follow map accuracy standards to assure quality control measures.

Compose GIS maps with regard to cartographic rules to ensure high quality, readability and aesthetic map products.

Operate GIS related equipment and peripherals, such as Windows workstations, CD writers, printers, plotters, modems, scanners and tape backups.

Regular and predictable attendance is required.

Perform other related duties and responsibilities as required.

MATERIALS AND EQUIPMENT USED:

PC Workstation	Diazo Printer	ESRI's ArcGIS 9.1 and other GIS related Software
Plotter and Printer	Scanner	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree in GIS, geography, geographic information systems, planning, computer science or related field and one year of work experience using ESRI's ArcGIS software.

Experience in real estate legal descriptions from plats and deeds & determining the intent of the document.

Three years of relevant work experience may substitute for degree requirements.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

None required.

Knowledge, Skills and Abilities:

Knowledge of the use, operation, and maintenance of ESRI's ArcGIS 9.1 software.

Knowledge of legal records affecting property ownership and the establishment or alteration of property boundaries.

Knowledge of current principles and practices of mapping; and recent developments in the field of cartography and geography.

Knowledge of GIS troubleshooting, map compilation, map composition, data structuring principles and procedures of GIS, spatial data bases, tabular data bases maintenance, and operation and use of GIS and related peripheral equipment.

Ability to perform a full range of computer operation duties under minimal supervision and ability to meet deadlines.

Ability to understand and follow written and oral instructions.

Ability to communicate clearly and effectively, both orally and in writing.

ADA Minimum Requirements:

Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.

Essential Functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.

Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.

This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.