

## DEPARTMENTAL GIS APPLICATION TECHNICIAN

Job Code	Pay Grade
11224	CL13

### Nature of Work

This is responsible technical work performing such duties as database maintenance, database enhancement, data transfer and usage standards and procedures for a department's Geographic Information System (GIS). An employee in this classification solves a variety of complex problems in the absence of technical guidelines or precedents, composes moderately complex documentation of a routine nature, and interviews or discusses detailed information. Work consists of somewhat complex, varied tasks, requiring application of numerous laws, rules, regulations, and procedures. Work is assigned by supervisor who provides general guidance allowing for employee planning of procedures and methods to attain objective. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

### Minimum Qualification Requirements

- 4 years experience supporting departmental geographical information systems by producing reports and graphics, computer mapping or related support; or
- Associate's degree or technical diploma or certification in Information Technology, Engineering or a related field and 2 years experience as described above; or
- An equivalent combination of education, training and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Plans and maintains a departmental GIS database.
- Analyzes and establishes GIS maintenance and user needs.
- Prepares documentation and procedures for using applications.
- Develops departmental standards, guidelines and procedures for receiving and implementing GIS data.
- Creates, edits, processes and corrects geographic data as needed.
- Researches, evaluates, and translates incoming and outgoing GIS data.
- Processes and prepares imported data for use in database; acquires, processes, and catalogs current and historic data.
- Coordinates and serves as liaison with other departments and outside agencies regarding GIS data.
- Prepares official maps; updates data for such purposes; provides GIS data and products to Division, Department, other County Departments, outside agencies, and the public.
- Troubleshoots, tests, evaluates, analyzes and assists with the resolution of problems with GIS software and plotters.
- Assists in processing, preparation and analysis of GIS data collected by staff; trains and provides technical assistance to GIS users within the department.
- Prepares GIS map products for departmental graphics publications.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of database design, data transfer and conversion processes, data formats, and properties.
- Knowledge of and expertise in GIS and remote sensing applications and their operating characteristics, capabilities, limitations; experience in spatial analysis.
- Knowledge of field work and research techniques, methods and procedures.

## DEPARTMENTAL GIS APPLICATION TECHNICIAN (continued)

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### Knowledge, Skills, and Abilities (continued)

- Knowledge of cartographic conventions and mapping standards, datums and coordinate systems, data formats and properties.
- Knowledge of GIS programming languages, i.e., Avenue, Visual Basic, AML, EML; and MS Office, Word, Excel, PowerPoint.
- Skill in both verbal and written communication for personal interaction and to interpret poorly defined data/information.
- Ability to troubleshoot GIS software and plotter problems, conduct tests, analyze results, detect errors and take corrective action on GIS data, software, and equipment.
- Ability to apply computer applications and software.
- Ability to work independently without close supervision, prioritize daily activities, and coordinate project work.

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Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified