SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: GIS Technician III

Revised: 1/07
EEO Code: Technician
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under direction of the Information Services (IS) Director, assists GIS Administrator with professional computer map preparation, editing, and plotting; does database work; and performs GIS analysis and GIS tool development. Works with other city departments, outside agencies, and the public.

III. Essential Duties:

- Uses GIS program packages (ArcGIS, ArcView 3.x) to input, edit, prepare and produce various maps, related geographic database information, and other GIS tools and products
- Assists in developing geographic database structure, tables, forms, and reports
- Responds to city department and public requests for standard or custom maps, charts, graphs, GIS analysis, GIS projects, and related information

IV. Marginal Duties:

- Performs data-entry
- Occasionally answer the Help Desk telephone line, log incoming calls and forward to appropriate help desk staff
- Performs other duties as assigned

V. Qualifications:

**Education:** BS in cartography, GIS, or related subject.

**Experience:** Three years of GIS, cartography, computer mapping, or related experience in addition to the Educational requirement.

**Probationary Period**: A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Database design concepts; GIS and CAD principles; Windows 9x, NT, 2000, XP; ArcGIS Desktop and ArcGIS Workstation, AML, ArcView 3.x, Avenue; ArcPad, nomenclature, symbols, principles and mathematics of mapping; map interpretation; Geocoding; Microsoft Excel, Microsoft Access design, VB, VBA, VB Script; PC use and practices; Local Area Network principles; correct English usage, spelling, and grammar.

**Responsibility for:** The care, condition, and use of computer equipment; integrity of multiple databases; development of GIS tools for city departments, provision of maps, charts, graphs, and related information.

**Communication Skills:** Ability to communicate verbally and in writing; ability to follow complex written and oral instructions; contact with the public and city personnel.

**Tool, Machine, Equipment Operation:** Requires use of printers, plotters, copier, and telephone system.

**Analytical Ability:** Ability to analyze and solve problems; read and interpret graphs, charts, plans, diagrams, and maps; prepare maps and graphics; establish and maintain effective working relationships with the public and city personnel.

VI. Working Conditions:

Moderate mental effort is required daily; some pressure is generated by contact with the public and establishing priorities; minimal evening and weekend work are necessary in this position; work is confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____