

## Champaign County Job Description

**Job Title:** Geographic Information System (GIS) Technician

**Department:** GIS Consortium

**Reports to:** GIS Director

**FLSA Status:** Non-Exempt

**Grade/Range:** G\*

**Prepared Date:** March, 2013

**SUMMARY** Responsible for the creation and maintenance of GIS data and maps using GIS software.

**ESSENTIAL DUTIES and RESPONSIBILITIES** include the following. Other duties may be assigned.

Involves interaction with GIS Consortium members, clients and the general public. Provides GIS technical support to GIS Consortium members and clients.

May direct the work of others on a project basis.

Develops and completes data quality control procedures; performs basic GIS analysis.

Interprets and researches land boundaries from legal descriptions, plat surveys, and deeds.

Creates and maintains GIS data; constructs advanced spatial and tabular database queries.

Creates GIS maps utilizing accepted cartographic practices and design such as ESRI GIS edit, topology, query and annotation tools.

Fulfills data orders and general map requests.

Performs related work as required.

**SUPERVISORY RESPONSIBILITIES** May direct the work of others on a project basis. This position has very limited supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE** Bachelor's degree, with a concentration in Geography, GIS or a related field preferred. GIS experience may be considered a substitute for a Bachelor's degree. At least three years' experience with interpretation and research of property legal descriptions, the Public Land Survey System, and parcel mapping in a GIS environment.

**LANGUAGE SKILLS** Ability to read and interpret documents such as computer software programs, hardware installation instructions, computer operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before the general public and employees of the organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret graphs.

**REASONING ABILITY** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**COMPUTER SKILLS** To perform this job successfully, and individual should have knowledge of Python (Racy, SMTP and other relevant libraries); surveying and/or COGO parcel compilation methods; and a general understanding of Arcs DE.

**CERTIFICATES, LICENSES, REGISTRATIONS** as required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to distinguish between colors.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.