POSITION DESCRIPTION



Title:	GIS Technician	Position No:	
Department:	Technology	Reports To:	GIS Manager
Labor Grade:	9	Pay Plan:	A (75hrs per pay period)
EEO/Census Code:		Type: <u>X</u> FT _	Part –TimeTemp
FLSA:	Exempt X Non Exempt	Emergency Class	ification: Class I

Summary: The GIS Technician is under the direction of the GIS Manager. The GIS Technician assist in the daily map requests and perform duties that facilitate the orderly function of the various GIS responsibilities/products.

Essential Job Functions: Essential duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Maintains and develops GIS applications, maps, graphics, reports, and presentation data to increase data accessibility and ease of use by personnel and clients
- Performs a variety of complex geospatial tasks including scanning, monthly census reports, plotting PSAT,
 WebEOC, print jobs for public records requests and subdivision plats georectification
- GIS help desk support; recording user and application issues
- Performs Database Maintenance
- Any other duties as assigned

Competencies: Employee must be able to operate basic office equipment and specialty equipment including a high end PC workstation, large plotter, printer and scanner, office computer and software and specialty programs including, ESRI (Environmental Systems Research Institute), ArcGIS and ArcInfo. Employee must be able to complete projects on time while maintaining attention to detail. Employee must have excellent communication skills, both oral and written and a strong commitment to customer service.

Work Environment: The incumbent works in a typical office environment with little or no exposure to unpleasant environmental conditions or hazards. Primary functions are limited to an office environment. Occasional duties may require travel or working in non-office environment.

Physical Demands: *Medium work.* Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work.

Required Education/Qualifications: Bachelor of Science in Geography, Urban Planning or related field with a concentration in spatial or geographical data and minimum two years of work experience within a GIS related field required. Employee is required to have basic understanding of geospatial and GIS theory. Applicant must have a valid Driver's License.

St. Tammany Parish Government is an EOE/M/F/Disability/Veteran

Link to Human Resources: http://www.stpgov.org/index.php/departments/human-resources