

**CLASS TITLE: GEOGRAPHIC INFORMATION SYSTEM (GIS)
SPECIALIST I**

**Class Code: 02811500
Pay Grade: 26A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of routine technical functions in a GIS program, including designing, creating and maintaining a variety of digital maps, database information and applications; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior; work is regularly reviewed for results obtained and conformance with established procedures.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform a variety of routine technical functions in a GIS program, including designing, creating and maintaining a variety of digital maps, database information and applications.

To perform routine compilation, editing, and maintenance of geographic data; compile new map data; revise features of existing map data.

To prepare and design customized geographic analyses, reports, maps and applications.

To provide recommendations for system enhancement and assist with the planning for GIS functions.

To assist in developing and maintaining quality assurance/quality control procedures for data; to provide quality control review for the compilation of new map data and the revision of existing map data.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A working knowledge of the functions and applications geographic information systems; a working knowledge of cartographic principles, aerial photogrammetric interpretation techniques, automated mapping principles and relational database applications; a working knowledge of computer software utilized in the maintenance of GIS databases; the ability to communicate effectively with subordinates, superiors, departmental personnel and other GIS users; the ability to prepare concise and accurate reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Geography, Cartography, Engineering, Computer Science, a Physical or Natural Science; or Planning; and

Experience: Such as may have been gained through: employment in the basic design, creation and/or maintenance of digital maps and database information.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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