

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

Class Code: 02811700

Pay Grade: 28A

EO: C

CLASS DEFINITION:

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

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

SUPERVISION EXERCISED: May lead/mentor assigned employees usually on a project basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

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

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

To prepare and design customized geographic analysis, editing and data; revise reports, maps and applications.

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

To develop and maintain 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 develop or lead development of cartographic and database standards.

To provide general and user support and technical assistance for various desktop GIS systems and applications.

As required, to conduct courses on GIS topics or systems.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the functions and applications of geographic information systems; a working knowledge of cartographic principles, aerial photo-gram-metric 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; the ability to provide formal and informal training for users of GIS technology and products; 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 Geography Information Systems, Geography, Cartography, Engineering, Computer Science, a Physical or Natural Science; or Planning; and

Experience: Such as may have been gained through: considerable employment involving the routine design, creation and 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

Editorial Review: 3/15/03