



Administrative GIS Technician

Department: **Development Services** Class Code: **18**
Reports to: **Customer Service Manager** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under moderate to limited supervision, performs various Public Works and Development Services administrative support services. Administers the Geographic Information System (GIS) data. Tasks are entry to mid-level Geographical Information System (GIS) functions, including but not limited to inputting, updating, and maintaining geo datasets, shapefiles, and connections to various GIS databases applications and services.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical and administrative advice to developers and general public with questions pertaining to application procedures for the submittal of all applications.
- Provides technical, administrative assistance, and support to planning, building and engineering staff; assists with project management and business development with professional staff.
- Prepares Planning & Zoning packets, public notices and mailings, records management and public records requests.
- Performs research including but not limited to land use, zoning, and property research.
- Navigates website, social media, and various software for the purposes of research, communication, or other purposes as directed by supervisor.
- Works in conjunction with the County GIS Department to increase the accuracy of Town GIS Geo Datasets.
- Ongoing maintenance of Town parcel data, parcel boundary adjustments, parcels splits/joins, parcel history and easements and the Town right-of-way data.
- Maintains Town zoning layer information and updating records as necessary.
- Oversight of roadway, street, water, sewer and drainage information including centerline adjustments, pipe alignments, additions and street naming conventions to comply with Town and County standards.
- Management of addressing information, including the assignment of new addresses, reassignments of incorrect addresses and informing of community and County addressing authorities of these changes.
- Creation of accurate, specialized maps and graphics in print and electronic forms to all Town departments.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Management of the Census Program.
- Development and Maintenance of Development Services case file history, including rezoning, CUP, Plat and General Plan amendments.
- Performs related duties as required or assigned.

JOB DESCRIPTION

Administrative GIS Technician

MINIMUM QUALIFICATIONS:

Education and Experience:

Six months' experience in a municipality or related government entity, Associate Degree in Geographic Information Systems or closely related field or comparable job experience.

Required Licenses or Certifications:

None

Required Knowledge of:

- General Principles and practices of municipal planning.
- Municipal government
- Knowledge of Computer systems with current Windows Operating Environment.
- Strong understanding of Microsoft Office Applications and Adobe Acrobat
- Various GIS software such as ESRI ArcMap, ArcGIS, ArcSDE, ArcIMS
- Map projections and cartographic principles
- Shapefiles, geodatabase and various forms of structured data, database formats, data manipulation and management
- Ability to read and interpret plans, plats and maps, government regulations, legal descriptions, contracts, deeds and instruments, technical manuals, trade journals, specifications, reports and studies, letters and correspondence and proposals.
- Usage and conversion of various GPS, Latitude and Longitude information
- Large scale printing, layout and plotter technologies
- FTP Transfer to transport information between other agencies
- CAD software is a plus but not required, highly recommended.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, vendors, contractors, various external organizations and individuals and the general public.
- Work independently and within a team environment.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a variety of various computer hardware and software.
- Exhibit excellent customer service skills.

Physical Demands / Work Environment:

- Work is performed primarily indoors. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		4/2018				

APPROVED: _____

DATE: _____