YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: GIS Technician

BAND: IT23		CLASS CODE: J23-3123	
DEPARTMENT: GIS	**ACCOUNTABLE TO:** IT Senior Manager I	**JOB FAMILY:** Information Technology	**OVERTIME STATUS:** Non-Exempt

JOB SUMMARY: Incumbents are responsible for creating and maintaining databases and geographic information using GIS (Geographic Information System) software and for assisting the public and staff with requests for maps and geographical information.

DISTINGUISHING CHARACTERISTICS:
The GIS Technician classification is the first level of a two-level Geographic Information System classification series. The GIS Technician classification is distinguished from the GIS Analyst classification by the technical aspect of the duties and by the analyst's responsibility for development, management and planning of GIS applications.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE
1.	Uses a geographic information system to create maps, including the creation of computer programming scripts to generate and print maps. Uses ArcGIS Online and Portal at the publisher role.	B2
2.	Prepares statistical and geospatial information using ArcGIS Desktop Software, and ERDAS programs. Produces printed or digital maps and tables that illustrate the results.	B2
3.	Creates, updates and maintains geospatial information for the production of maps, including Geodatabases, Shapefiles, Imagery and LiDAR. Uses quality control methods to assure accuracy of the digital map. Maintains 911 public safety layers including: law, fire, EMS boundaries, street center lines and building footprints.	B2
4.	Creates digital photography using ERDAS Imagine software. Generates surface models (DEMs), performs aerial triangulation and orthorectifies aerial imagery.	B2
5.	Checks and maintains plotters, printers, other machines and supplies.	A1
6.	Assists the public and staff with requests for maps and geographical information. Determines pricing and invoices customers for end products.	A1
7.	Sets up GPS data bases and features and instructs others in the use of GPS. Uses GPS to collect and verify field data for inclusion in the GIS..	A1
8.	Performs other duties as required.	

Knowledge of: (position requirements at entry):
Knowledge of:
- Python coding.
- Principles, practices, concepts and techniques of geographic mapping and cartography;
- Statistical analysis, spatial data analysis and methods and techniques of collections, compilation and analysis of data;
- Basic companion disciplines such as geometry, urban planning, transportation, engineering, and resource assessment;
- Mathematics pertinent to surveying and drafting;

- Legal descriptions; and
- Customer service techniques.

Skills (position requirements at entry):
Skill in:
- Using personal computers and related GIS software applications; and using office equipment such as: printers, plotters, calculators, fax machines, telephones and scanners;
- Understanding and interpreting computer aided drafted surveys;
- Constructing cadastral maps;
- Researching and determining right-of-way and ownership history;
- Reviewing and cross-checking of spatial attribute relationships in digital products;
- Designing and producing graphically oriented maps;
- Using coordinate geometry for maintaining mapping layers;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma and five years of experience <u>or</u> an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Required:
- Computer coding experience
- Experience using Microsoft Office Suite
- Some positions may require a current Driver's license and proof of insurance, if requested;
- Successful completion of a general employment verification.

Preferred: Associate's Degree in related field or technical school degree with emphasis in GIS coursework and two years of experience

Working Conditions: Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

Classification History:
Date: 5/98
Revised: 1/1/99
Revised: 04/17/13
Revised: 07/21
Revises: 12/22