

City of Yukon - General Employees Pay Plan

GIS/GPS Specialist

Job Description

Exempt: No
Department: Development Services
Reports To: Development Services Director
Location: 532 W Main
Date Prepared: June 18, 2014
Date Revised: June 18, 2014

GENERAL DESCRIPTION OF POSITION

This position involves organizing, building, maintaining, and monitoring the geographic information system and GIS database layers and relational database information for the City of Yukon; includes creation conversion and preparation of maps and map books for city users and departments. Also includes field work such as GPS on various levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Analyze survey data, legal records, source maps and photographs, computer and other mapping product and records to prepare maps and/or charts.
2. Prepare clear, complete, and accurate working plans, charts, diagrams, and detailed drawings for presentations of information and data.
3. Operate and maintain drafting equipment and supplies, including computers, plotters, printers, scanner and reproduction equipment.
4. Input graphic and associated descriptive data into the GIS or CAD using a variety of methods including digitizing, importing and converting from other data sources, and manual input (e.g., COGO).
5. Maintain graphic and associated descriptive data as the data is updated or revised by City users and departments.
6. Maintain documentation of data format, contents, sources and updates.
7. Design and produce computer-generated maps and reports of the City's infrastructure, parcel and street land base, planning and land use, and emergency services data using the GIS software, the CAD software and database management systems.
8. Organize, maintain, update and analyze information obtained from various sources by coordinating with all principle users and providers or geographic information in other City departments and outside agencies.
9. Maintain map atlases for several City departments.
10. Assist in the creation and maintenance of CAD maps and drawings from various sources such as surveys, plats and as-built drawings.

11. Assist in the preparation of GIS and CAD materials for board and commission meetings and handouts.
12. Performs GPS of paving, water, sanitary sewer, storm shelters, etc.
13. Comply with established safety policies and procedures in accordance with applicable OSHA regulations.
14. Perform other duties as required.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Experience in GIS/GPS hardware and software and data conversion.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Mastery: Contact Management

Advanced: Database

Intermediate: Other, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: Programming Languages

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring, terminating and/or direction of the effort of others. Scoring will depend upon the number and classification of people normally supervised or directed, and the scope of complexity of the operations involved in the supervisory responsibility. (Job classification which involves no supervision will not be assigned a point value for this factor.)

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Not indicated.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Not indicated.

IMPACT ON END RESULTS

Not indicated.

PUBLIC CONTACT

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Not indicated.

While performing the functions of this job, the employee is continuously required to sit, use hands to finger, handle, or feel, talk or hear; regularly required to reach with hands and arms; frequently required to walk, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to stand. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

*City of Yukon - General Employees Pay Plan
Job Description for GIS Analyst I*

*Printed 6/18/2014 3:36:25 PM
DBCompensation System - www.dbsquared.com*