

City of Fresno

GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST**DEFINITION**

Under supervision, performs technical work related to the use and maintenance of the City Geographic Information System (GIS). Coordinates with key staff in various departments to perform data analysis, update data and maps, and provide general mapping expertise. Also develops procedures, distributes data to users and performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from a Division Manager. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Geographic Information System (GIS) Specialist is an advanced/working lead level class. This class differs from the Programmer/Analyst series in that incumbents of the latter class have responsibility for determining if business work systems are adaptable to computerized data processing and make recommendations for business process reengineering. The GIS Specialist is a stand-alone class with an expertise in mapping and relational databases.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Coordinates with staff in various departments to perform data analysis, update data and maps and provide general mapping expertise.

Performs analysis and mapping using the City's GIS as well as maintaining specific GIS layers.

Maintains and incorporates electronic data into existing GIS layers.

Makes data corrections and performs quality control, coordinating with other departments to assemble and distribute data updates.

Develops and maintains associated base map control.

Performs or coordinates different aspects of the addressing process such as assigning and tracking valid addresses, maintains address database and distributes addresses to other City departments.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and methods used to develop GIS mapping and relational databases.

Software systems such as AutoCAD, ARC/INFO and Arc View.

Database analysis and design.

Ability to:

Effectively utilize GIS technology.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with others in the performance of assigned duties.

Develop, implement, document and modify computer systems and procedures in accordance with City standards.

Analyze, identify and interpret technical and numerical information.

Interpret and explain technical policies and procedures associated with GIS operations.

MINIMUM QUALIFICATIONS

Education:

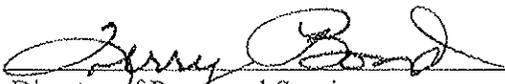
Bachelors degree from an accredited college or university with major course work in geography, engineering, land surveying or a closely related field.

AND

Experience:

Three years of full time increasingly responsible experience operating, implementing and maintaining automated mapping and/or Geographic Information Systems (GIS); or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

APPROVED:


Director of Personnel Services

DATE: 9/7/11